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1

MINUTES OF THE MEETING OF THE BOARD OF REGENTS
MURRAY STATE UNIVERSITY
November 19, 1976

The Board of Regents of Murray State University met November 19, 1976, at 1:30 p.m., C.S.T., in the Board Room of Harry M. Sparks Hall on the campus of the University. The following members were present: Mr. William Carneal, Dr. Mark Cunningham, Mr. James A. Davis, Mr. Bob T. Long, Mr. Jere McCuiston, Mr. A. B. Mitchell, Mr. O. B. Springer, Mr. Tim Langford, and Dr. Charles E. Howard, Chairman, presiding.

Absent was Mr. Frank A. Stubblefield.

Also present were Dr. Constantine W. Curris, President; Mrs. Patsy R. Dyer, Secretary of the Board; Dr. Thomas B. Hogancamp, Vice-President for Administration and Finance and Treasurer of the Board; Vice-Presidents Bartholomy, Julian and Read; members of the news media and visitors.

Chairman Howard called the meeting to order and Dr. Hogancamp led in prayer.

Agenda

President Curris presented the following agenda:

AGENDA for Meeting of the Board of Regents
Murray State University
November 19, 1976

1. Minutes of the Meeting of the Board of Regents held on August 6, 1976
2. President's Report
3. Faculty Personnel/Payroll Items

A. Resignations, Retirements

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jack V. Hough, Jr.	Asst. Prof., Pol. Science	7-22-76
James B. Robertson	Visit. Lec., Biological Sci.	8-1-76
Joan K. Stranahan	Asst. Prof., Inst. & Learning	7-30-76
Leonard T. Elzie	Asst. Prof., Economics	7-1-76
Michael J. Kenney	Asst. Prof., Inst. & Learning	7-31-76
*Guy A. Battle	Chairman & Prof., Dept. of English	6-30-76
*H. L. Oakley	Dean & Prof., College of Industry & Tech.	6-30-77
Joyce H. Fortenbery	Inst. & Coord., Emerg. Medical Tech. Prog., Cont. Ed.	11-17-76
W. Hunt Smock	Instructor, English	12-31-76
Geneva L. Cooper	Clinical Inst., Nursing	12-31-76

*retirement

B. Leave of Absence (without pay)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Bernard Segal	Professor & Director, Psy. Center, Psychology	1-1-77--5-31-77

C. Adjustments in salary

<u>Name</u>	<u>Assignment</u>	<u>Change/Explanation</u>
Peter P. Smith	Visit. Lec., Chem. & Geology	Salary from \$12,500 (acad) to \$13,000 (acad) 8-1-76; completed Ph.D.
Burton W. Folsom	Asst. Prof., History	Salary from \$12,200 (acad) to \$12,700 (acad) 8-1-76; completed Ph.D.
Robert H. McGaughey	Co-Advisor for 1977 <u>Shield</u>	\$500 extra salary for period 8-1-76--6-30-77
Owen B. Moseley	Asst. Prof., Acct. & Fin.	Salary increased \$50/mo. effective 10-1-76; doctorate completed.
James B. Sickel	Asst. Prof., Biology	Salary from \$13,350 (acad) to \$13,650 (acad) effective 8-1-76; promoted from Inst. to Asst. Prof.
Paul Lyons	Assoc. Prof., Voc.-Tech. Ed.	\$1,020 extra for Project Director of Competency-Based Curriculum Workshop, VTE 583-76, effective 10-18-76--12-23-76
LaVerne C. Ryan	Asst. Prof., Bus. Ed. & Adm. Mgt.	Salary increased \$150/mo effective November 1, 1976. (Academic rate from \$13,400 to \$14,450)

<u>Name</u>	<u>Assignment</u>	<u>Change/Explanation</u>
Hugh L. Oakley	Dean and Professor, College of Industry & Technology	Salary increased from \$27,300 p/yr to \$28,500 p/yr effective July 1, 1976
Douglas W. Morrill	Asst. Prof., Econ.	Increase salary \$50 p/mo effective 11-1-76; Ph.D. completed

D. Employment

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective</u>
August D. Coby	Inst., Eng. & Ind. Tech. (AIDP)	\$13,500.00 (acad)	8-1-76
Marcus C. Hoyer	Inst., Chem. & Geol.	13,500.00 (acad)	8-1-76
Terry E. Turner	Asst. Prof., Voc.-Tech. Ed.	16,500.00 (acad)	9-1-76-- 6-30-77
Margie A. Kalisz	Asst. Prof., Nursing	13,500.00 (acad)	9-1-76
Viola P. Willis	Asst. Prof., Spec. Ed.	15,300.00 (acad)	8-1-76
Thomas A. Wood	Dir., Speech & Hearing Asst. Prof. & Assoc. Dir., Center for Innov. & Dev. (Fd.--BEH grant)	11,500.00 (acad)	8-1-76
Lew E. Williams	Asst. Prof., Inst. & Learn.	15,000.00 (acad)	8-1-76
Minerva Ratliff	Clin. Inst., Nursing	8,500.00 (acad)	8-15-76
Thomas R. Begley	Asst. Prof., Eng. & Ind. Tech.	15,400.00 (acad)	8-1-76
James R. Rettig	Inst. & Asst. Librarian	866.67 p/mo	9-1-76
Daniel R. Schabert	Inst. & Asst. Librarian	866.67 p/mo	9-1-76
Douglas W. Morrill	Asst. Prof., Economics	13,500.00 (acad)	8-1-76
James B. Gray, Jr.	Asst. Prof. Spec. Ed. (Fd.--BEH grant)	14,900.00 (acad)	8-1-76
Sudarshan K. Dhall	Asst. Prof., Physics & Astronomy	14,000.00 (acad)	8-1-76-- 5-31-77
Clayton M. Press, Jr.	Inst., Sociol. & Anthro. (½ time)	6,100.00 (acad)	8-1-76-- 5-31-77
Frank F. Jaszcz, Jr.	Visit. Lec., Biol. Sci.	13,500.00 (acad)	8-1-76
Tom L. Wagner	Asst. Prof., Prof. Studies	16,000.00 (acad)	8-1-76
Lowell D. Latto	Asst. Prof., Prof. Studies	14,000.00 (acad)	8-1-76
James B. Victor	Assoc. Prof., Spec. Ed. (8,000--Fd.: BEH Grant)	17,500.00 (acad)	8-1-76
Anne R. Roney	P-T, Assoc. Prof., Nurs.	280.00 for 350.00 for 210.00 for 210.00 for	Sept., 1976 Oct., 1976 Nov., 1976 Dec., 1976
Thomas Vanarsdel	P-T Inst., Music	5,550.00 (acad)	8-1-76
Brian O'Connor	Visit. Lec., Math	12,500.00 (acad)	8-1-76
James B. Robertson	Visit. Lec., Biol. Sci.	14,000.00 (acad)	8-1-76
Peter N. Kidman	Asst. Prof., Pol Sci.	13,000.00 (acad)	8-1-76
Nina J. Coleman	Clin. Inst., Nursing	8,000.00 for	9-1-76-- 5-31-77
Betty L. Gore	Teacher, Child Studies	10,500.00 (acad)	8-1-76
David E. Fields	Visit. Lec., Physics	18,000.00 (acad)	8-1-76
Vicki R. Kloke	Coord., Read & Study Prog., AIDP & Spec. Services	9,166.60 for	9-1-76-- 6-30-77
Judy N. Koch	Coord., Math Prog. AIDP & Spec. Services	9,583.30 for	9-1-76-- 6-30-77
Peggy Pack	P-T Inst., Spec. Ed.	2,000.00 (acad)	8-1-76
Mary T. Bonnet	Math Tchr., PREP	1,441.00 for	9-7-76-- 10-8-76
Barbara D. Blazer	English/Study Skill Teacher, PREP	1,441.00 for	9-7-76-- 10-8-76
Madeline J. Herzog	Science/Social Studies Teacher, PREP	1,441.00 for	9-7-76-- 10-8-76
John D. Piech	On-site coord., PREP	2,073.40 for 1,777.20 for	8-23-76-- 10-8-76 10-13-76-- 11-24-76
Mary T. Bonnet	Math Tchr., PREP	864.60 for 1,441.00 for	9-7-76-- 10-8-76 10-18-76-- 11-23-76
Barbara D. Blazer	English/Study Skills Tchr., PREP	864.60 for 1,441.00 for	9-7-76-- 10-8-76 10-18-76-- 11-23-76

Faculty Employment (Cont'd)

3

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective</u>
Madeline J. Herzog	Sci./Soc. Studies Tch., PREP	864.60 for	9-7-76-- 10-8-76
		1,441.00 for	10-18-76-- 11-23-76
J. Ululani Packett	"English as Sec. Lang." Tech., PREP	1,613.92 for	10-13-76-- 11-23-76
Martha J. Thomas	P-T Tch., ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Sheila M. Smith	P-T Tch., ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Haskell H. Sheeks	P-T Tch., ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Frances G. Edwards	P-T Tch., ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Judy D. Brent	P-T Tch. ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Roger D. Irvan	P-T Tch ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Sara M. Flatt	P-T Tch., ABE Prog., Cont. Ed. (Reimbursed)	6.00/hr	9-10-76
Thomas S. Black	Clinical Audiologist & Inst.	5,250.00 for	Fall Sem. '76
Judy L. Nantau	Field Supv. & Inst., Spec. Ed.	10,500.00 for	9-20-76-- 8-5-77
Ann G. Minor	P-T Clinical Inst., Nurs.	400.00/mo	9-1-76-- 5-31-77
Mary L. Seymour	Visit. Lec., Spec. Ed.	5,600.00 (acad)	8-1-76-- 5-31-77
Mary F. Valentine	Adjunct, Asst. Prof. Cont. Ed. (Morganfield)	1,257.20 for	Fall Sem. '76 (Payable 12-22-76)
Mary F. Valentine	Adj., Asst. Prof. Cont. Ed. (Paducah)	980.00 for	Fall Sem. '76 (Payable 12-22-76)
Wilburn A. Sliger	Visit. Lec., Biol., Cont. Ed.	1,040.00 for	9-1-76-- 12-22-76
Elmo Reed	P-T Adjunct Inst., Music	2,000.00 (acad)	8-1-76
Ronald M. Christopher	P-T Inst., Marketing & Gen. Bus.	1,500.00 for	Fall Sem. '76
Janet L. Robinson	P-T Inst., English	2,700.00 for	9-1-76-- 12-31-76
Jane Hall	P-T Inst. Acct. & Fin.	3,000.00 for	9-1-76-- 12-31-76
John C. Neubauer	Adj. Inst., Acct. & Fin.	1,000.00 for	Fall Sem. '76
Dwain McIntosh	Adj. Inst., Journalism	630.00 for	Fall Sem. '76
Ray Roberts	Adj. Inst., Acct. & Fin.	2,000.00 for	Fall Sem. '76
Betty Brockway	Adj. Inst., Speech & Theatre	630.00 for	Fall Sem. '76
Marshall F. Dunkin	P-T Inst. of Police Adm., Crim. & Correc.	600.00 for	Fall Sem. '76
Mittie D. Dunkin	P-T Inst. of Police Adm., Crim. & Correc.	600.00 for	Fall Sem. '76
George E. Siegrist	P-T Inst., of Correc., Crim. & Corrections	1,000.00 for	Fall Sem. '76
Shirley D. Clements	Read. Tch., PREP	1,175.00 for	10-20-76-- 11-23-76
John R. Moore	EMT Inst. & Coord., Cont. Ed.	8,333.36 for	11-1-76-- 6-30-77
Ruth B. Montague	P-T Adjunct Asst. Prof. & Asst. Dir., CID, Spec. Ed.	2,000.00 (acad)	8-1-76
Richard L. Cottrell	Adjunct Inst., Rec. & P.E.	630.00 for	Fall Sem. '76
Patrick J. Estes	Inst., TVA Proj., Cont. Ed.	7.00 p/hr	8-14-76-- 11-19-76
Harry L. McGurk	Inst., TVA Proj., Cont. Ed.	7.00 p/hr	11-12-76
Dan J. Peachner	Math Teacher, PREP, Cont. Ed.	987.00 for	10-22-76-- 11-23-76
Sharon N. Turner	EMT Inst., Cont. Ed.	900.00 for	11-8-76-- 2-24-77
Donna S. Martin	EMT Inst., Cont. Ed.	1,295.00 for	11-1-76-- 2-17-77
Janet L. Robinson	Inst., English	6,000.00 for	1-13-77-- 5-15-77

E. Night, Saturday, and Overload Compensation

<u>Name</u>	<u>Course</u>	<u>Amount</u>	<u>Effective</u>
George M. Perkins	Eng 341-2	\$100.00	Spr. Sem. '76
John L. Reagan	Phys. Ed. 216	460.00	Fall Sem. '76
Harold G. Robertson	Math 200		

Faculty Night, Saturday, and Overload Compensation (Cont'd)

<u>Name</u>	<u>Course</u>	<u>Amount</u>	<u>Effective</u>
Harold G. Robertson	Math 300-2	\$920.00	Fall Sem. '76
Robert Whitten	CCR 506	630.00	Summer '76
Scott Pricer	Guidance 687-2	630.00	Summer '76
Bobby Malone	Adm. 650	690.00	Summer '76
William Price	Adm. 630-5	690.00	Summer '76

F. Compensation for Extended Campus, Eagle University and Life and Learning Courses

<u>Instructor</u>	<u>Course</u>	<u>Place</u>	<u>Amount</u>
Robert Fox	Organizing	Henderson Hopkinsville Madisonville	\$ 300.00
Hugh Noffsinger	ADM 669	Henderson	600.00
Janice Hooks	ELE 601	Henderson	600.00
Scott Pricer	GUI 635	Henderson	960.00
Ray Moore	ADM 630	Hopkinsville	280.00
Roger Childress	ELE 608	Hopkinsville	750.00
Lewis Bossing	ELE 647	Hopkinsville	810.00
Robert Rowan	GUI 683	Hopkinsville	300.00
Vernon Shown	SEC 645	Hopkinsville	300.00
William Grasty	ACC 602	Hopkinsville	810.00
William Solomon	GBU 590	Hopkinsville	750.00
John Ed Timmerman	MKT 567	Hopkinsville	750.00
Larry Kjosa	POL 639	Hopkinsville	810.00
Roy Tunick	REH 501	Hopkinsville	810.00
S. M. Matarazzo	ADM 669	Hopkinsville	300.00
Arvin Crafton	ADM 630	Madisonville	448.00
S. M. Matarazzo	ADM 630	Madisonville	480.00
Robert Fox	ADM 650	Madisonville	690.00
James Carlin	ELE 522	Madisonville	900.00
Hazeldean Meyers	ELE 602	Madisonville	840.00
Lowell Latto	GUI 687	Madisonville	480.00
Tom Wagner	GUI 692	Madisonville	480.00
Eugene Flood	MGT 654	Madisonville	900.00
S. M. Matarazzo	ADM 663	Carlisle Co. High School	240.00
James F. Thompson	ECO 625	Owensboro	1,020.00
Delbert Honchul	MGT 651	Owensboro	720.00
William Seale	MKT 667	Owensboro	720.00
Jerome Hainsworth	SEC 622	Princeton	810.00
William Ryan	ADM 630	Paducah	224.00
Garth Petrie	ADM 660	Paducah	810.00
Eugene Russell	ELE 508	Paducah	240.00
Larry Salmon	ELE 522	Paducah	240.00
June Smith	ELE 616	Paducah	240.00
William Allbritten	GUI 683	Paducah	750.00
Tom Wagner	GUI 693	Paducah	240.00
Hughie Lawson	SEC 622	Paducah	240.00
John Taylor	SEC 641	Paducah	810.00
John Applegate	SHE 590	Paducah	750.00
Dan Harrison	ECO 690	Paducah	750.00
David Eldredge	GBU 653	Paducah	240.00
William Freeman	GBU 590	Paducah	240.00
Joseph Rose	POL 643	Paducah	810.00
Vernon Shown	SEC 645	Paris, TN	120.00
Charles Homra	PSY 180	Mayfield	780.00
James Hammack	HIS 547	Campus - MSU	162.00
A. L. Hough	ENG 101	Campus - MSU	690.00
Charles H. Chaney	AGR 326	Campus - MSU	690.00
Dan Cooke	GEO 420	Campus - MSU	630.00
Durwood Beatty	AGR 549	Campus - MSU	690.00
Kenny Dean	ADE 653	Campus - MSU	690.00
Billie Downing	SEC 535	Brandon Springs	810.00
Pam Trevathan	ENG 302	Louisville	630.00
Maxine Bizer	ENG 102	Louisville	630.00
Allen Goulder	HIS 122	Louisville	630.00
Elmer Reynolds	ECO 230	Louisville	630.00
Katherine Converse			
Burton	POL 245	Louisville	630.00
Nanette Callery	HEA 191	Louisville	420.00
C. Ray House, Jr.	PHI 202	Louisville	630.00
William Akin	VTE 365/671	Louisville	630.00
John E. Fortin	VTE 569	Morganfield	540.00

<u>Instructor</u>	<u>Course</u>	<u>Place</u>	<u>Amount</u>
John E. Fortin	Organizing, Registering Students	Louisville	\$ 300.00
Paul Lyons	VTE 171	Madisonville	480.00
Paul Lyons	VTE 365	Owensboro	720.00
Paul Lyons	VTE 171	Mayfield	120.00
Kent Forrester	ENG 211	Eddyville	810.00
Harold Eversmeyer	BIO 122	Eddyville	810.00
James Frank	HEA 191	Eddyville	810.00
Robert Burke	HIS 122	Eddyville	810.00

Eagle University

<u>Instructor</u>	<u>Course</u>	<u>Amount</u>
Trond Sandvik	ART 221	\$ 780.00
Farouk Umar	POL 142	840.00
Robert G. Johnson	BIO 101	1,120.00
Charles Smith	BIO 228	1,120.00
Marvin Albin	BOA 215	780.00
Rex Galloway	MGT 656	840.00
Roy Hatton	HIS 122	840.00
Ivan Lubachko	HIS 508	840.00
George Siegrist	CCR 340	630.00
William H. Fletcher	SPA 136	780.00
Farouk Umar	POL 539	840.00
Thomas Posey	PSY 180	840.00
Frank Kodman	PSY 589	840.00
Adam Lanning	SOC 133	780.00

Life & Learning

<u>Instructor</u>	<u>Course</u>	<u>Amount</u>
Alma Tracy	Advanced Bridge	\$ 60.00
William L. Call	Amateur Radio License	72.00
Robert Puttoff	Basic Woodcraft	108.00
Alma Tracy	Beginning Bridge	192.00
Dan H. Roberts	Broadcast Engineering	330.00
Chuck Guthrie	Communicate & Participate	52.50
Jean Lorrh	ESP Through the Tarot	30.00
Elmo Reed	Guitar Class	97.50
Dixie Stone	Hatha Yoga	171.00
Joe Keeslar	How to Build a Kentucky Long Rifle	131.25
Jo Hern Curris	Living with the Law	132.00*
Kirkham P. Ford	Making Money Work for You	22.50
Charlotte Metz	Oriental Cooking	84.00
Lanette Thurman	Personal Growth for Women	45.00
Jo Ann Upton	Ready Made Techniques in Home Sewing	45.00
Charles Ashby, Jr.	Western Style Square Dancing	400.00

*to be donated to George Hart Scholarship Fund.

4. Staff Personnel/Payroll Items

A. Resignations, Retirements, Terminations

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Paula Duncan	Reading Spec., Spec. Services	8-31-76
Mary D. Crum	Sec., Chemistry	8-23-76
Margaret R. Moffett	Sec., Spec. Ed.	8-5-76
Linda T. McNeely	Sec., Spec. Ed.	8-13-76
*Alfred W. Williams	Floor Repairman, Phys. Plt.	9-30-76
Michael V. Sims	Painter A. Phys. Plt.	8-17-76
Terese C. Shemwell	Temp. Sec., Hum. Dev. & Lrng.	8-13-76
Sandy K. Smith	Counselor, Housing	7-31-76
Walter L. Dunn	Seasonal Labor, Phys. Plt.	7-28-76
Sarah L. Nance	Gen. Food Serv. Worker	7-29-76
Shelley C. Marshall	Sec., Pres. Office	8-13-76
Adiaha A. Udo	P-T Custodian, Phys. Plt.	8-5-76
Howard E. Young	Coop. Ed. Trainee, Phys. Plt.	8-6-76
Paul F. Thompson	Sec. Officer, Security	8-9-76
Beauton E. Wilson	Gen. Food Service Worker	8-1-76

*retired

Staff Resignations, Termination, Retirements (Cont'd)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Mary B. Warren	Sec., Chemistry	9-1-76
Charles M. Ryan	Painter, Phys. Plt.	8-6-76
Steven H. Murphy	Laborer, Phys. Plt.	8-16-76
Martha F. Andrus	Sec., Geography	9-24-76
Judy C. Overbey	Clerk, Admissions	8-22-76
Faye C. Wells	Sec., Info. & Pub. Services	8-27-76
Patricia A. Baker	Clerk-Typist, Purchasing	9-21-76
James A. Johnson	Custodian, Phys. Plt.	8-26-76
*Everett Nanney	Custodian, Phys. Plt.	10-1-76
Douglas B. McCann	Seasonal Labor, Phys. Plt.	8-27-76
William H. Fisher	Seasonal Labor, Phys. Plt.	8-20-76
Charles R. Rains, Jr.	Seasonal Labor, Phys. Plt.	8-20-76
Lester R. Stinnett	Seasonal Labor, Phys. Plt.	8-31-76
Ralph F. Story	Seasonal Labor, Phys. Plt.	8-20-76
Brad J. Belcher	Seasonal Labor, Phys. Plt.	8-27-76
Barry N. Pottinger	Seasonal Labor, Phys. Plt.	8-27-76
Roger C. Jagers	Seasonal Labor, Phys. Plt.	8-27-76
Bobby K. Henry	Seasonal Labor, Phys. Plt.	8-27-76
James R. Nance	Seasonal Labor, Phys. Plt.	8-27-76
Anna Beth Ingle	Nurse Practitioner, Health Serv.	11-12-76
Victor A. Hudspeth	Custodian, Phys. Plt.	10-22-76
Clarence S. Grogan	Custodian, Phys. Plt.	10-22-76
*Loranza L. Yearry	Custodian Leader, Phys. Plt.	9-30-76
Treva M. Grogan	Sec., Management	11-3-76
Melvin T. Cavitt	Custodian, Phys. Plt.	10-12-76
Billy R. Redden	Elec. Helper, Phys. Plt.	9-17-76
Michael N. McWane	Elec. Repairman & Foreman, Purch. & Gen. Services	10-1-76
*James W. Key	Custodian, Phys. Plt.	9-20-76
Eugene Banks	Custodian, Phys. Plt.	8-27-76
Charlotte Stubblefield	Sec., Rec. & P.E.	8-23-76
Adelaide R. Schoenfeldt	Sec., Human Dev. & Lrn.	8-31-76
Jerry D. Williams	Production Coord., WKMS-FM	11-9-76
Joe H. Stark	Upholstery Apprentice, Purchasing	10-12-76
Cecil D. Vahle	Custodian Leader, Stadium	10-22-76
**Margaret B. Cochran	Gen. Food Serv. Work	10-1-76
Cynthia K. Smith	Custodian, Phys. Plt.	10-22-76
Aberdeen V. Wilford	Sec., Counseling & Testing Center	10-25-76
Herman M. Nixon	Electrician B, Physical Plant	11-1-76
*Carney Andrus	Plasterer, Physical Plant	11-5-76
Brenda R. Overcast	Secretary, Adm. & Registrar	10-29-76
Tara L. Byrd	Res. Asst./Clerk, Institutional Studies & Planning	11-5-76
Robert Pluckebaum	Mech. Artist, Printing	11-25-76
Marjorie W. Segal	Clerk, Library	11-30-76

*retired

**deceased

B. Leaves of Absence (without pay)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Claretta C. Newport	Custodian, Phys. Plt.	11-5-76
Mary L. Bailey	Custodian, Phys. Plt.	9-15-76
Ted R. Morford	Director, AIDP	12-1-76
Marie P. Cavitt	Custodian, Physical Plant	5-18-76

C. Adjustments in salary

<u>Name</u>	<u>Assignment</u>	<u>Change/Explanation</u>
William Lynn Gunter	Admissions Counselor, School Relations	Extended employment thru 6-30-- change from 10 mo. to 12 mo.
Carl W. Jones	Maint. Leader, Expo. Center	Salary increased from \$2.70/hr to \$3.00/hr; effective 8-23-76
Martha Hodges	Office Mgr., Spec. Services	Salary from \$416.66/mo to \$480/mo 9-1-76--6-30-77
Margaret D. Cloys	Sec., History	Transferred from ½ time MSU Fd. & ½ time Stu. Fin. Aid; effective 8-20-76. Salary from \$2.40/hr to \$2.60/hr
Carolyn Lane	Sec., CID., Dean of Hum. Dev. & Lrng.	Salary from \$500/mo to \$525/mo; effective 7-1-76--5-31-77
Judy Johnson	Sec., Spec. Ed.	Transferred to Spec. Ed. from Right to Read Prog. 8-1-76, salary \$406.25/mo; resigned 10-4-76

Staff Adjustments (Cont'd)

7

Name	Assignment	Change/Explanation
Frank Fazi	Dir., Printing Services	Extra \$500/yr for co-advisor for 1977 Shield.
Lawrence J. Tremblay	Inst./Research Assoc., AIDP	Extend employment through 8-31-76
Dorothy Miller	Supv., Hart Snack Bar	Salary from \$2.55/hr to \$2.85/hr effective 8-14-76; increased responsibilities
Ruth Irene Dublin	Custodian, Phys. Plt.	Transferred from Fd. Serv. to Phys. Plt.; salary from \$2.30/hr to \$2.52/hr; effective 8-14-76
Rebecca Turner	Custodian, Phys. Plt.	Transferred from Fd. Serv. to Phys. Plt.; salary from \$2.30/hr to \$2.52/hr; effective 8-14-76
Wilton R. Owen	Roofer Helper, Phys. Plt.	Transferred positions within Phys. Plt.; salary from \$2.52/hr to \$2.74/hr; effective 8-14-76
Sharon Beach	Sec., Codification Proj. (Part-time)	Continued employment through 11-30-76 at \$2.20/hr
Paul G. Ross	Director, Upward Bound	From \$15,700 (12 mo) to \$13,680 (10 mo) effective 9-1-76
William J. Holt	Dir., Project Apollo	From \$17,799.96 (12 mo) to \$15,875 (10 mo); effective 9-1-76--6-30-77
Nancy Jones	Office Mgr., Proj. Apollo	From \$4,999.92 (12 mo) to \$4,600 (10 mo); effective 9-1-76--6-30-77
Marvin Keeling	Asst. Dir., Proj. Apollo	From \$700/mo as Series Coordinator to \$10,000 (10 mo) as Asst. Dir.; effective 9-1-76--6-30-77
Rebecca Dublin	Sec., Info. & Pub. Serv.	Transferred from Inst. & Lrng. Dept. at \$6410/yr to \$6580/yr; effective 8-26-76
Sherwin M. Crouch	Custodian Leader, Phys. Plt.	Salary \$2.74/hr to \$2.86/hr; effective 10-9-76, promotion to Leader
Pat Elkins	Custodian, Phys. Plt.	Salary \$2.52/hr to \$2.74/hr; effective 10-12-76; increased responsibilities
Graham W. Feltner	Custo. Leader, Phys. Plt.	Salary \$2.52/hr to \$2.74/hr; effective 10-9-76, promotion to Leader
Dorothy Brandon	Gen. Food Serv. Worker	To vacate position; injury covered by Workmen's Comp.
Wm. J. Pratt	Asst. Supt., Custodial Services, Phys. Plt.	From custodian, \$2.61/hr to Asst. Supt. \$8400/yr; effective 9-15-76
John D. Usrey	Labor Leader, Phys. Plt.	Returned to job after leave of absence; 9-15-76
Cynthia K. Smith	Custodian, Phys. Plt.	Returned to job after leave of absence; 10-4-76
Billy G. Hurt	Music & Prog. Dir., Journ. & Radio-TV	Salary from \$500/mo to \$575/mo; effective 11-1-76, increased responsibilities
Mayre Palmer	Sec., Pres. Office	Salary from \$525/mo to \$566.67/mo; effective 11-1-76
Jerry A. Stanley	Acad. Coord., Upward Bound	Salary from \$9,800/yr to \$9,170 (10 mo); effective 9-1-76
Kizzie A. Cantrell	Counselor Coord., Upward Bound	Salary from \$750/mo to \$950/mo; effective 9-1-76
Norma D. Miller	Upholstery Apprent., Pur. & Gen. Services	From P-T to F-T, salary from \$2.50/hr to \$2.75/hr; effective 10-25-76

D. Employment

Name	Assignment	Salary	Effective
Robert Joe Rinella	Prod. Coord., Journalism, Radio-TV	\$2.30/hr	10-15-76--6-30-77
Mary A. Wilson	Clerk, Admissions	3.25/hr	9-20-76
Tim L. Edwards	Laborer, Phys. Plt.	2.40/hr	9-8-76
Timothy R. Duncan	Custodian, Phys. Plt.	2.40/hr	9-13-76
Charlie M. Wharton	Coop. Ed. Trn., Phys. Plt.	2.52/hr	9-27-76
J. B. Norman	Custodian, Phys. Plt.	2.40/hr	9-23-76
Arlon P. Tyler	Custodian, Phys. Plt.	2.40/hr	9-20-76
David L. Drake	Coop. Ed. Trn., Phys. Plt.	2.52/hr	9-13-76
Johnny R. Orr	Painter, Phys. Plt.	3.85/hr	9-14-76

Staff Employment (Cont'd)

Name	Assignment	Salary	Effective
William A. Houghton	Painter, Phys. Plt.	3.85/hr	9-14-76
Gerald W. Workman	Custodian, Phys. Plt.	2.40/hr	10-12-76
Donald C. Swift	Laborer, Phys. Plt.	2.40/hr	8-30-76
Carolyn A. Turner	Clerk, Phys. Plt.	2.70/hr	8-16-76
Murrell D. Henson	Laborer, Phys. Plt.	2.40/hr	8-16-76
David E. Mullinax	Custodian, Phys. Plt.	2.40/hr	8-16-76
Ronald L. Connor	Custodian, PREP Prog.	2.31/hr	8-1-76--9-24-76
Donna S. Tolley	P-T Sec., Fd. Serv.	3.00/hr	9-1-76--6-30-77
	Mgm., AIDP		
Vicky C. Nall	I.D. Machine Oper., Bus. Affrs.	2.20/hr	8-20-76
Betty L. Ellison	Fine Arts Gallery Guard	2.20/hr	9-1-76
Charles S. Walrath	Central Stores Mgr., Purch.	3.69/hr	9-1-76
Donna C. Sloan	Clerk, Library	2.50/hr	9-7-76
Paula J. Sympson	Sec., Foreign Lang.	2.60/hr	8-19-76
Cynthia Lanier	Outreach Tch., Upward Bound	700.00/mo	9-1-76--6-30-77
Judith G. Dunn	Staff Nurse, Health Services	4.31/hr	10-4-76
Alice F. Emerson	Bindery Helper, Printing	2.70/hr	10-11-76
Lauralyn Stultz	Sec., PREP	2.40/hr	10-14-76
Alan D. Morris	Gen. Fd. Serv. Work.	2.30/hr	10-15-76
Minda J. Hurt	Gen. Fd. Serv. Work.	2.30/hr	10-23-76
W. W. Clayton	Sub., Food Serv.	2.30/hr	9-20-76
Zelma Coates	Gen. Fd. Serv. Work.	2.30/hr	8-16-76
Ruth L. Miller	Gen. Fd. Serv. Work.	2.30/hr	8-16-76
Mary D. Majors	Gen. Fd. Serv. Work.	2.30/hr	8-16-76
Emma James	Gen. Fd. Serv. Work.	2.30/hr	8-16-76
Catherine E. Hughes	Gen. Fd. Serv. Work.	2.30/hr	8-16-76
Hazel J. Fulton	Gen. Fd. Serv. Work.	2.30/hr	8-15-76
Nora J. Hutchens	Gen. Fd. Serv. Work.	2.30/hr	8-16-76
Darcus A. Jones	Gen. Fd. Serv. Work.	2.30/hr	10-10-76
Phyllis D. Henson	Gen. Fd. Serv. Work.	2.30/hr	9-8-76
Vermell Key	Sub., Food Serv.	2.30/hr	9-22-76
A. Charlene Westerman	Sub., Food Serv.	2.30/hr	9-22-76
Gertie Garland	Sub., Food Serv.	2.30/hr	9-24-76
Nancy S. Patterson	Sec., Inst. & Lrng.	2.70/hr	9-3-76
Truitt T. Gaines	Press Oper., Print.	2.60/hr	9-20-76
Pamela C. Mavity	Clerk, Purchasing	2.50/hr	9-20-76
Daniel P. Helfrich	Temp., Asst. Ftbl. Coach	750.00/mo	8-3-76-- 11-30-76
Joanne Cohoon	Sec., Dean's Off., Bus. & P.A.	2.50/hr	9-29-76
Dorothy Lund	Sec., Geog.	2.60/hr	8-30-76
Kathy Thomas	Sec., Spec. Ed.	2.50/hr	9-27-76
Laurel Coutrakon	P-T Sec., Housing	2.20/hr	8-26-76
Sheree B. Hedges	P-T Sec., Housing	2.20/hr	8-26-76
Janice S. Kerr	P-T Sec., Housing	2.20/hr	8-26-76
G. Jeanie Morgan	P-T Sec., Housing	2.20/hr	8-26-76
Christine A. Ruzich	P-T Sec., Housing	2.20/hr	8-26-76
Karen L. Walden	P-T Sec., Housing	2.20/hr	8-26-76
Martha S. Ryan	P-T Sec., Housing	2.20/hr	8-26-76
Phyllis G. Underwood	Community Coord., Inst. & Lrng., Tch. Corps (Reimbursed through Tch. Corps)	10,500 for	9-1-76-- 5-31-77
Janet R. Johnson	Clerk-Typist, Upward Bound	2.20/hr	9-1-76
Deborah L. Murphy	Clinical Supv., Spec. Ed.	5,500 (acad)	8-1-76
Martha N. Hultsman	Sec., Spec. Ed.	2.60/hr	8-13-76
Marilyn McCuiston	Sec., Football Donor	2.50/hr	8-2-76
Judy C. Harnar	Security Officer, Sec.	3.00/hr	8-27-76
Rowena H. Emerson	P-T Clerk, Foundation	2.40/hr	8-23-76
Linda J. Bray	P-T Clerk, Stu. Fin. Aid	2.40/hr	8-23-76
Julia A. Cveticanin	Counselor, Housing	3,600.00/yr (plus housing)	8-16-76
Donna M. Reed	Bindery Helper, Print.	2.70/hr	8-30-76-- 10-6-76
Robin B. Brittain	Sec., Cont. Ed. (Title I & Community Ed.)	2.40/hr	8-16-76
Rebecca West	Sec., Home Ec.	2.60/hr	8-16-76
Carol A. Thurmond	P-T Paraprof. Tch., ABE Prog., Cont. Ed.	3.00/hr	8-23-76
Louise Benrock	P-T Paraprof. Tch., ABE Prog., Cont. Ed.	3.00/hr	8-23-76
Edna M. Davenport	P-T Paraprof. Tch., ABE Prog., Cont. Ed.	3.00/hr	8-23-76
Virgil L. Timberlake	P-T Paraprof. Tch., ABE Prog., Cont. Ed.	3.00/hr	8-23-76
Ronald L. Connor	P-T Custodian, PREP	2.31/hr	7-1-76-- 7-30-76

Staff Employment (Cont'd)

Name	Assignment	Salary	Effective
Sandra J. Lane	Clerk, Library	\$2.50/hr	8-16-76
Janet L. King	Sec., Inst. & Lrn.	2.50/hr	8-18-76
Joyce L. Newcom	Sec., President's Off.	3.23/hr	8-11-76
Charles Noles	Clinical Audiologist & Inst.	11,000/yr	7-1-76-- 6-30-77
V. Gaila Lature	Clerk-Cashier, Bookstore	2.30/hr	8-16-76
Mark F. Charlier	P-T Custodian, PREP	2.31/hr	9-27-76
Lonnie Sue Mundahl	Series Coord., Apollo	600.00/mo	10-1-76-- 12-15-76
Michelle Holtze	Series Coord., Apollo	600.00/mo	10-1-76-- 12-15-76
Charles P. Reeves	Series Coord., Apollo	600.00/mo	9-15-76-- 12-15-76
Frederick H. Sapp	P-T Series Coord., Apollo	175.00/mo	9-15-76-- 12-15-76
Larry W. Wood	Series Coord., Apollo	600.00/mo	9-15-76-- 12-15-76
Bruce G. Kerslager	Series Coord., Apollo	600.00/mo	9-15-76-- 12-15-76
Donald P. Hart	Electronic Repairman, Purchasing & Gen. Serv.	10,850/yr	10-18-76
Shelley J. Pape	Series Coord., Apollo	600.00/mo	10-15-76-- 12-15-76
H. Ed. Chrisman	Director of Annual Giving	1,500.00/mo	11-1-76-- 1-31-77
Dwight E. Gantt	Construction Foreman, Expo. Center	3,000.00/mo	10-11-76-- 12-11-76
Bonnie J. Beuke	Sec., Management	2.70/hr	10-15-76
Clifton O. Shelley	Custodian, Phys. Plt.	2.40/hr	10-25-76
Leonard C. Martin	Custodian, Phys. Plt.	2.40/hr	10-25-76
Rickey D. Stewart	Custodian, Phys. Plt.	2.40/hr	10-25-76
James E. Payne	Custodian, Phys. Plt.	2.40/hr	10-26-76
Luther L. Gardner	Custodian, Phys. Plt.	2.40/hr	10-29-76
Max Parker	P-T Student Legal Advisor, Student Government (\$500 per semester)	125.00/mo	12-1-76
Rue McCutcheon	P-T Nurse, Stu. Health	4.31/hr	9-1-76
Rebecca L. Abell	Res. Asst./Clerk, Inst. Studies & Planning	2.50/hr	11-4-76
Jackie D. Hill	Sec., Adm. & Registrar	2.50/hr	10-25-76
Pamela K. Garland	Coord., Purchase AHES	19,000 p/yr	11-1-76
Beverly I. Stickler	Sec.-Recep., Counsel. & Testing	3.00/hr	10-25-76
Sharon N. Turner	Sec., PREP, Cont. Ed.	2.60/hr	1-1-77-- 6-30-77
Brenda C. Wilson	Sec., Physics & Comp. Science	2.60/hr	11-1-76
Mary N. Haley	Custodian, Phys. Plt.	2.40/hr	11-1-76
Eris C. Carter	P-T Seamstress, Purch. & Gen. Services	2.50/hr	11-9-76
Linda S. Lamb	Custodian, Phys. Plt.	2.40/hr	11-9-76

E. Student Assistantships

Name	Department	Semester Amount	Fall	Spring
Doris Case	VP Academic Programs	\$1,200.00	X	X
J. H. Morgan	Registrar's Office (Graduate Office)	1,200.00	X	X
Forrest N. Rhoads, Sr.	Continuing Education	780.00	X	
Fred F. Fox	Continuing Education	1,200.00	X	X
John Rockne	Athletics	1,800.00	X	X
Robert James Ward	Athletics	1,800.00	X	X
Joseph Eckhert	Athletics	1,800.00	X	X
Brenda G. Rainey	Athletics	1,200.00	X	X
Leonard Wayne Dunham	Athletics	1,800.00	X	X
Vaughn R. Harris	Counseling & Testing Center	1,200.00	X	X
Edward Robert Kovach	Counseling & Testing Center	1,200.00	X	X
Jadonna R. Allen	Counseling & Testing Center	1,200.00	X	X
Karen Helsabeck	Counseling & Testing Center	1,200.00	X	X
Jean Jordy George	Learning Center (AIDP)	1,200.00	X	X
Arthur Griffin	Learning Center (AIDP)	1,200.00	X	X
Gary Dean Robertson	Learning Center (AIDP)	1,200.00	X	X
Paul G. Burnes	Learning Center (AIDP)	1,200.00	X	X
Robert Mark Silber	C.I.S.R.	1,200.00	X	X
Frances Jane Monroe	A.I.D.P.	1,200.00	X	X
Karen Sue Pricer	Center, Academic Advisement & Orient.	1,200.00	X	X
Robert A. Summers	C.A.A.O.	1,200.00	X	X

Student Assistantships (Cont'd)

<u>Name</u>	<u>Department</u>	<u>Semester Amount</u>	<u>Fall</u>	<u>Spring</u>
Robert H. Lewis	C.A.A.O.	\$1,200.00	X	X
Rebecca A. Hogancamp	C.A.A.O.	1,200.00	X	X
Arlanda Burnett	C.A.A.O.	1,200.00	X	X
Charles Henry Bennett	Art	1,800.00	X	X
David Ross Brown	Art	3,000.00	X	X
Donald Lewis Shores	Speech & Theatre	1,800.00	X	
Cynthia G. Sexton	Speech & Theatre	1,800.00	X	
Susan Kay Pratschner	Speech & Theatre	1,800.00	X	
John Drew McGukin	Speech & Theatre	1,800.00	X	
Sherry Zan Fisher	Speech & Theatre	1,800.00	X	
Charles Mark Courtney	Speech & Theatre	1,200.00	X	
Vicki L. Hogan	Speech & Theatre	1,200.00	X	
Paula T. McKenzie	Speech & Theatre	1,800.00	X	
Katie Ann Paschall	Speech & Theatre	1,200.00	X	
Marcia K. Cady	Journalism & Radio-TV	1,200.00	X	
Jon D. Morris	Journalism & Radio-TV	1,200.00	X	
Deborah Nance Lee	Journalism & Radio-TV	1,200.00	X	
Mary Kathleen Shores	Journalism & Radio-TV	1,200.00	X	
Morad Osman Asi	Journalism & Radio-TV	1,200.00	X	
John L. High	Journalism & Radio-TV	1,200.00	X	
Myrle Eugene Partridge	Journalism & Radio-TV	1,200.00	X	
John P. Young	Music	1,200.00	X	X
Kenneth J. Humphreys	Business Education & Administrative Mgmt.	1,800.00	X	X
Charles Herbert Pruett	Management	1,800.00	X	X
Thomas E. Blaine	Marketing & General Business	1,200.00	X	X
Patricia Ann Jarrell	Instruction & Learning	1,200.00	X	X
Glenda Carol Cozart	Instruction & Learning	1,200.00	X	X
Rebecca Ann East	Instruction & Learning	1,200.00	X	X
Lorraine J. Del Buono	Instruction & Learning	1,200.00	X	X
Garrett Allen Phelps	Instruction & Learning	1,200.00	X	X
Julia L. Thompson	Instruction & Learning	1,200.00	X	X
Larry Glenn Stinson	Professional Studies	1,200.00	X	X
David L. Logan	Professional Studies	1,200.00	X	X
Delura Hill	Professional Studies	1,200.00	X	X
Daniel Grimes	Professional Studies	1,800.00	X	X
Cecil D. Hall	Professional Studies	1,200.00	X	X
Bruce Drobeck	Psychology	1,200.00	X	
Ira P. Heilveil	Psychology	1,200.00	X	X
Mavis W. Wright	Psychology	1,200.00	X	
Suann Shockett	Psychology	1,200.00	X	X
Eleni George Shakallis	Psychology	1,200.00	X	
Thomas M. Condon	Psychology	1,200.00	X	X
Nancy Jeannemarie Williams	Psychology	1,200.00	X	X
David William Drebuschenko	Psychology	1,200.00	X	X
William M. Young	Recreation & Physical Education	1,200.00	X	X
Deborah Ann Holland	Recreation & Physical Ed.	1,200.00	X	X
Denise Lynne Henderson	Recreation & Physical Ed.	1,200.00	X	X
Cynthia Eason	Recreation & Physical Ed.	1,200.00	X	X
John Edward Bailey	History	1,200.00	X	X
Cynthia G. Story	History	1,200.00	X	X
Deborah Jones Smith	History	1,200.00	X	X
Marian M. Posey	History	1,800.00	X	X
Gregory K. Culver	History	1,200.00	X	X
Robert Herzog	English	1,800.00	X	
Steven A. Smith	English	1,200.00	X	
W. Ross Boling	English	1,200.00	X	
Cheryl D. Upshaw	English	1,200.00	X	
Deborah A. Quinton	English	1,200.00	X	
Susan Ellen Jackson	English	1,200.00	X	
Brian Andre Huot	English	1,200.00	X	
Kathryn A. Lasky	English	1,200.00	X	
Jacqueline W. Blagg	Mathematics	1,200.00	X	
James D. McEwen	Mathematics	1,200.00	X	
Sara A. Ford	Mathematics	1,200.00	X	
James Elliott Shelton	Mathematics	1,200.00	X	
Jerry Robert O'Connor	Physics, Astronomy	1,800.00	X	X
Robert Christie Harper	Physics, Astronomy	1,800.00	X	X
Helen L. Simms	Physics, Astronomy	1,800.00	X	X
John D. McLaren	Physics, Astronomy	1,800.00	X	X
Terry L. Jackson	Physics, Astronomy	1,800.00	X	X
Robert M. Puttöff	Industrial Arts Education	1,800.00	X	
David A.

Name	Department	Semester Amount	Fall	Spring
David A. Riggins	Industrial Arts Education	\$1,800.00	X	
James Patrick Tucker	Industrial Arts Education	1,800.00	X	
Richard A. Vaccaro	Industrial Arts Education	1,200.00	X	
Sharon L. Taylor	Agriculture	1,200.00	X	X
Charles Dwayne Driskill	Agriculture	1,200.00	X	X
Jane Louise Carr	Agriculture	1,800.00	X	X
Deborah Ann Wimberley	Biological Sciences	1,200.00	X	X
Timothy C. Johnston	Biological Sciences	1,200.00	X	X
John W. Hunter	Biological Sciences	1,200.00	X	X
Steve Allen Arant	Biological Sciences	1,200.00	X	X
Kathy Joyce Rayburn	Biological Sciences	1,800.00	X	X
Donald David Newberry	Biological Sciences	1,800.00	X	X
Edward Louis Johnson	Biological Sciences	1,200.00	X	
David H. Hughes	Chemistry	1,200.00	X	X
Linda M. Ramsey	Chemistry	1,800.00	X	
Dennis E. Merrick	Chemistry	1,800.00	X	
Robert R. Evans	Chemistry	1,800.00	X	X
Larry J. Baldwin	Chemistry	1,800.00	X	X
Charles H. Sims	Chemistry	1,800.00	X	X
Carl Midgett	Chemistry	1,800.00	X	X
Leonard Grant	Chemistry	1,200.00	X	X
Daron G. Davis	Chemistry	1,200.00	X	X
Peter H. Cunningham	Recreation & Physical Ed.	1,200.00	X	X
Don P. Haldimann	Recreation & Physical Ed.	1,200.00	X	X
Gerald L. Bell	Special Education	1,200.00	X	X
Reita M. Ladd	Special Education	1,200.00	X	X
Margaret Mary Edbauer	Special Education	1,200.00	X	X
Suzan Kennedy	Special Education	1,200.00	X	X
Diane Wiles-Watson	Special Education	1,200.00	X	X
Lesley Ann Maier	Special Education	1,200.00	X	X
Chan Case	Special Education	1,200.00	X	X
Gwendolyn Parker	Child Studies	1,200.00	X	X
Patricia Cherry Dick	Child Studies	1,200.00	X	X
Susan A. Collins	Child Studies	1,200.00	X	X

5. Recommendation for Chairman of the Department of Business Education and Administrative Management

I recommend the appointment of Dr. Jules V. Harcourt as Chairman and Professor of the Department of Business Education and Administrative Management at an annual salary of \$24,950 effective August 15, 1976. Dr. Harcourt received his doctorate from Indiana University and has been a part of Murray State University since 1968, serving as Professor, Assistant Dean of the Old School of Business, and for the last two years as Director of our nationally recognized Center for Regional Services.

6. Change in Department Name

I recommend that the Department of Physics and Astronomy be retitled the Department of Physics and Computer Science. This change in title reflects the need to give greater visibility and emphasis to our rapidly growing computer science program in which we offer both a major and minor. The University does not offer a major in astronomy.

7. New Program: Associate of Science in Physical Therapy Assisting

After a careful review by University officials of allied health manpower needs in West Kentucky and this region, I am pleased to recommend the establishment of an Associate of Science degree in Physical Therapy Assisting. This program, if approved by the Council on Public Higher Education, will provide the necessary education and training for physical therapy assistants whose services are eagerly sought by hospitals, nursing homes and rehabilitation centers. Current manpower data for the Southeast indicates that twice as many P.T.A.'s are needed; this shortage is especially acute in rural areas.

The curriculum has been developed consistent with the standards of the American Physical Therapy Association and is being planned as part of a career-ladder program that will lead to the baccalaureate physical therapy degree, which is in planning stages. If approved by the Board, implementation of the Associate of Science degree program in Physical Therapy Assisting will be contingent upon approval of the Council on Public Higher Education and the availability of adequate funding.

8. Establishment of a Veterinary Medical and Teaching Clinic

I recommend that the Board of Regents authorize the establishment of a Veterinary Medical and Teaching Clinic on the campus of Murray State University.

After two years of careful study, visits to veterinary colleges and clinics in six states, and extensive consultation with livestock producers and leaders of the veterinary profession, the University proposes to fill a major void in veterinary medical education through the establishment of this Medical and Teaching Clinic. To be established this Clinic will require approval from the Kentucky Council on Public Higher Education, which, we understand, is completing its study of veterinary medical education.

This Clinic will provide the Commonwealth of Kentucky with teaching, research and public service opportunities not now available.

The Clinic will provide senior students attending schools of veterinary medicine in other states with the opportunity to receive clinical experience in large animal or food animal medicine. This clinical experience is akin to the field experience presently provided medical students through the Commonwealth's area health education system.

Secondly, the Clinic will provide continuing education opportunities for practicing veterinarians. Such continuing education programs have been mandated by the 1976 Kentucky Legislature, and the State has made only minimal progress in providing these opportunities--especially in the area of food animal medicine and surgical techniques, treatment, and preventive medicine.

The Clinic will be staffed by a faculty of well-trained specialists who will engage in applied research for the food animal industry. There is a paucity of research in the Commonwealth designed to help livestock producers overcome diseases which plague their industry. The Clinic will work closely with the State Diagnostic Laboratories which are precluded from treating animals and conducting research.

The Clinic will function as an animal hospital providing veterinarians and livestock producers in West Kentucky with specialized treatment services that are not now available.

In short, this Veterinary Medical and Teaching Clinic fills a critical void in this State and will serve as a meaningful investment in the State's livestock industry which is Kentucky's largest and most neglected agricultural industry. While the proposed clinic will not solve all the problems of veterinary medicine in the State, it opens the door to Kentucky entering into agreements with other states that will secure and hopefully insure a sufficient number of spaces for Kentuckians seeking admission to schools of veterinary medicine.

The proposed clinic will contain approximately 70,000 square feet and have an annual operating budget of approximately \$700,000. (See attached proposal prepared for the Council on Public Higher Education.)

9. Gifts to the University

I recommend the acceptance of the following gifts to Murray State University:

- A. Seven record albums donated by Allan Frank to the Department of Journalism and Radio-TV.
- B. A painting to the Clara M. Eagle Gallery Permanent Collection of the Art Department donated by Richard Treaster in memory of his cousin, William R. Keister; valued at \$1700.
- C. A Quarter horse mare, "Seeker Gold Bar," donated by Dr. William Coffee of LaCenter; valued at \$5100.

10. Affirmative Action

I recommend the Board of Regents adopt the attached "Affirmative Action Compliance Program" with authorization for the University administration to effect minor adjustments as a result of our experiences in implementation. (A synopsis of the program is attached.)

11. New Tuition Waiver Policy

I recommend the adoption of the following tuition waiver policy. This policy will supersede the 1970 Board policy and differs from that policy in three aspects:

- a. The new policy extends tuition waiver to summer session classes;
- b. The new policy clarifies those courses and programs which are not covered by the tuition waiver policy; and
- c. Administration of the policy is simplified.

It is the policy of Murray State University to encourage the professional growth of all employees. To facilitate such growth, Murray State University will waive tuition for permanent, full-time employees enrolling in one credit course each semester and the summer session. This tuition waiver does not extend to correspondence study, intersession, life and learning course offerings and to courses which would otherwise fail to materialize because of insufficient enrollment. Faculty and staff will be eligible for a summer session tuition waiver provided they will serve full-time the following year.

Employees should make every effort to schedule courses at times other than working hours. Only with the permission of a department chairman or director may time off be taken during working hours. Working time lost must be made up at times satisfactory to the employee's director or department chairman within the provisions of the federal wage and hour law.

Employees must complete the necessary waiver of tuition forms available from the Personnel Services Office, and must register for the course in the same manner prescribed for regular academic students attending the University.

12. Financial Report of the period July 1, 1976, through September 30, 1976

13. Report from Dr. Marshall Gordon, Dean of the College of Environmental Sciences

Minutes of the Meeting of the Board of Regents held on August 6, 1976, Approved

Mr. McCuiston moved the Board approve the Minutes of the Meeting of the Board of Regents held on August 6, 1976, as received. Mr. Long seconded. Motion carried.

President's Report

Dr. Curris announced that Dr. H. L. Oakley, Dean of the College of Industry and Technology, plans to retire June 30, 1977. President Curris called attention to the article published in Technology Today which features our engineering technology program. He further stated this article reflects the leadership Dean Oakley has given the College.

President Curris stated that the staff of the Council on Public Higher Education has been authorized to study the community college system in Kentucky regarding proposed structure and proposed programming. Dr. Harry Snyder, Executive Director of the Council, has requested that Dr. Ted Morford, Director of our Advanced Institutional Development Program, be granted a leave of absence to undertake this project and I am recommending that Dr. Morford be granted a leave of absence for approximately six months to conduct this study.

President Curris outlined the plans for the groundbreaking of the Waterfield Building Library stating that the ceremony is scheduled for 11:30 a.m., Saturday, November 20. Governor Waterfield will be here for the program and Governor Carroll has sent greetings for the occasion.

Dr. Curris reported the enrollment for the fall semester 1976 is 8350, which is the highest enrollment in the history of Murray State. Commenting on the enrollment, he stated that an increasing number of senior citizens are taking courses, that there is a decline in full-time students of about seventy which is made up of seniors and veterans, and that the freshman enrollment is the largest since 1966.

Faculty Personnel/Payroll Items, Approved

Mr. Springer moved that the Board approve the faculty personnel/payroll items as stated in Item 3 A-F of the agenda. Mr. McCuiston seconded and the roll was called on the adoption of the motion with the following voting: Mr. Carneal, aye; Mr. Davis, aye; Mr. Long, aye; Mr. McCuiston, aye; Mr. Mitchell, aye; Mr. Langford, aye; Mr. Springer, aye; and Dr. Howard, aye.

Staff Personnel/Payroll Items, Approved

Mr. Langford moved that the Board approve the staff personnel/payroll items as stated in Item 4 A-E of the agenda. Mr. Mitchell seconded and the roll was called on the adoption of the motion with the following voting: Mr. Carneal, aye; Dr. Cunningham, aye; Mr. Davis, aye; Mr. Langford, aye; Mr. Long, aye; Mr. McCuiston, aye; Mr. Mitchell, aye; Mr. Springer, aye; and Dr. Howard, aye.

Establishment of a Veterinary Medical and Teaching Clinic, Authorized

President Curris reviewed the statements in Item 8 of the agenda. He further stated that the Executive Committee of the Kentucky Veterinary Medical Association is on record supporting the establishment of a veterinary clinic and the Jackson Purchase Veterinary Medical Association is on record endorsing the establishment of a clinic at Murray State University. Copies of schematic drawings of the proposed clinic were distributed. Dr. Curris stated the site has not been selected but most appropriate site would be adjacent to the University Farm.

The chairman called for questions on the proposal. Mr. McCuiston moved that the Board support the establishment of the Veterinary Medical and Teaching Clinic at Murray State University and authorize the University to proceed to present the proposal to the Council on Public Higher Education at the earliest possible date and further directed the Secretary to file a copy of the proposal and drawings with the Board's records. Mr. Mitchell seconded and the roll was called on the adoption of the motion with the following voting: Mr. Carneal, aye; Dr. Cunningham, aye; Mr. Davis, aye; Mr. Langford, aye; Mr. Long, aye; Mr. McCuiston, aye; Mr. Mitchell, aye; Mr. Springer, aye; and Dr. Howard, aye.

Letter from Frank A. Stubblefield

Chairman Howard read the following letter from Member Frank A. Stubblefield:

"November 19, 1976

Board of Regents
Murray State University
Murray, Kentucky

Gentlemen:

I regret not being able to join you for the Board Meeting today.

I wish to thank the Board for your thoughtful remembrance and the beautiful flowers you sent me during my hospitalization in Memphis.

Best wishes for a successful meeting.

Sincerely,

/s/ Frank A. Stubblefield"

Dr. Jules V. Harcourt named Chairman of the Department of Business Education and Administrative Management

President Curris reviewed the recommendation stated in Item 5 of the agenda and Dr. Harcourt was present and was introduced to the members of the Board.

Mr. Davis moved that Dr. Jules V. Harcourt be appointed Chairman and Professor of the Department of Business Education and Administrative Management at an annual salary of \$24,950 effective August 15, 1976. Mr. Springer seconded and the roll was called on the adoption of the motion with the following voting: Mr. Carneal, aye; Dr. Cunningham, aye; Mr. Davis, aye; Mr. Langford, aye; Mr. Long, aye; Mr. McCuiston, aye; Mr. Mitchell, aye; Mr. Springer, aye; and Dr. Howard, aye.

Department of Physics and Astronomy changed to Department of Physics and Computer Science

Upon the recommendation of the President, Mr. Carneal moved that the Department of Physics and Astronomy be retitled the Department of Physics and Computer Science. Mr. Long seconded and the motion carried.

Associate of Science in Physical Therapy Assisting, Authorized

President Curris reviewed Item 7 of the agenda regarding the establishment of an Associate of Science degree in Physical Therapy Assisting upon approval of the Council on Public Higher Education and recommended approval by the Board.

Dr. Cunningham moved the Board approve the establishment of an Associate of Science degree in Physical Therapy Assisting and authorize submission of the program to the Council on Public Higher Education for approval.

Mr. Mitchell seconded and the motion carried.

Gifts to the University, Accepted

Mr. McCuiston moved the the Board accept the following gifts to the University and that the executed Declaration of Gift forms be filed with the Board's records.

- A. Seven record albums donated by Allan Frank to the Department of Journalism and Radio-TV.
- B. A painting to the Clara M. Eagle Gallery Permanent Collection of the Art Department donated by Richard Treaster in memory of his cousin, Will R. Keister; valued at \$1700.
- C. A Quarter Horse mare, "Seeker Gold Bar," donated by Dr. William M. Coffee of LaCenter; valued at \$5100.

Mr. Carneal seconded and the motion carried.

Affirmative Action Compliance Program, Adopted

Mr. Springer moved that the Board adopt the attached Affirmative Action Compliance Program and authorize the University administration to effect minor adjustments as needed. Mr. Langford seconded and the motion carried.

(See Attachment I)

A synopsis of the program is as follows:

Murray State University's Affirmative Action Compliance Program, which is being submitted to the Board for approval for the first time this year, is an enunciation of the University's commitment to equal opportunity in all aspects of its educational program and its employment policies and practices.

Written affirmative action programs, containing clearly defined goals and timetables for minority hiring, are required of all institutions having contracts with the federal government in excess of \$50,000 in a given year. While Murray State does not at the present time hold contracts exceeding this amount, we have developed a written plan for several reasons. Firstly, the University is committed to the purposes of affirmative action, which recognizes the need for positive effort to overcome the historic effect of discrimination; secondly, having a written plan and the monitoring mechanisms it requires enables us to know clearly where we stand in the provision of equal opportunity, to identify problem areas, and to take remedial action where necessary; thirdly, our written plan provides a convenient document through which the University can fulfill legal obligations under laws and regulations not relating to federal contract compliance--such as the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Equal Pay Act of 1963; the Age Discrimination Act of 1967, and the Kentucky Civil Rights Act--all of which impose obligations on employers or recipients of federal grants.

In general, the plan outlines specific duties and responsibilities of the Affirmative Action Officer and the administrative officers of the University in order to assure equal employment and equal educational opportunity, and specific affirmative steps designed to increase the numbers of minority applications for job openings at the University. The assumption is that once the University assures that its hiring policies and practices are not discriminatory, then affirmative efforts to increase the number of minority job applicants will concomitantly increase the numbers of minority employees. This will in turn bring minority groups into the economic and social mainstream of the country.

Appendix II contains the University's workforce analysis and goals and timetables. Our goals reflect levels of what is termed "underutilization" of an available minority workforce. These goals are not quotas. We are not under compulsion to meet them. They serve to point out, however, that the University is "underutilizing" members of minority groups in certain job classifications, and thereby focuses our affirmative recruitment efforts to those areas. The presumption again must be that we will make a good-faith effort to meet these goals. If we fail, having followed the guidelines provided by the Affirmative Action Plan, documentation

will be available to show why and to provide guidance on how to proceed.

Section D of the plan provides a mechanism for the internal resolution of discrimination-related grievances. The Board would be the final step in any appeal of offered redresses. Such an internal mechanism is required by Title IX, and we have made it applicable to all civil rights legislation.

The heart of the program is the Equal Opportunity Policy, which comprises its first chapter. This is a firm statement of our commitment to non-discrimination in the operation of the University. This chapter spells out provisions by which the University will advertise all position openings, inviting applications from minority and women candidates. Procedures are delineated for careful consideration of these applications and appropriate record-keeping.

This plan reflects the findings of a year-long internal review of policies and practices conducted by an ad hoc Equal Opportunity Task Force of faculty, staff and students. Furthermore, procedures are spelled out for periodic reviews of University practices and policies. Much of this program is required by law. All of it, I believe, is appropriate for an institution which must be a leader in our region in the fight against discrimination and in the development of equal educational and employment opportunity.

I recommend the adoption of this Affirmative Action Compliance Program by the Board of Regents, with authorization for minor adjustments as a result of our experience in its implementation.

Employees Tuition Waiver Policy Amendment, Adopted

President Curris reviewed the recommendation in Item 11 of the agenda and pointed out the differences between the 1970 policy and the new policy.

Mr. Carneal moved that the Board adopt the following Tuition Waiver Policy for permanent, full-time employees effective January 1, 1977.

It is the policy of Murray State University to encourage the professional growth of all employees. To facilitate such growth, Murray State University will waive tuition for permanent, full-time employees enrolling in one credit course each semester and the summer session. This tuition waiver does not extend to correspondence study, intersession, life and learning course offerings and to courses which would otherwise fail to materialize because of insufficient enrollment. Faculty and staff will be eligible for a summer session tuition waiver provided they will serve full-time the following year.

Employees should make every effort to schedule courses at times other than working hours. Only with the permission of a department chairman or director may time off be taken during working hours. Working time lost must be made up at times satisfactory to the employee's director or department chairman within the provisions of the federal wage and hour law.

Employees must complete the necessary waiver of tuition forms available from the Personnel Services Office, and must register for the course in the same manner prescribed for regular academic students attending the University.

Mr. McCuiston seconded and the roll was called on the adoption of the motion with the following voting: Mr. Carneal, aye; Dr. Cunningham, aye; Mr. Davis, aye; Mr. Langford, aye; Mr. Long, aye; Mr. McCuiston, aye; Mr. Mitchell, aye; Mr. Springer, aye; and Dr. Howard, aye.

Financial Report for the period July 1, 1976 - September 30, 1976, Received

The Board received the following financial report for the period July 1, 1976, through September 30, 1976:

MURRAY STATE UNIVERSITY

FINANCIAL REPORT

TO THE PRESIDENT AND BOARD OF REGENTS

FOR THE PERIOD JULY 1, 1976, THRU SEPTEMBER 30, 1976

I. Income and Expenditure Statement -

A. Current General Funds

Net Income	\$ 6,850,465.61
Net Expenditures	<u>4,746,875.39</u>

Balance Current General Funds	\$ 2,103,590.22
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B. Current Restricted Funds

1. Housing & Dining System

Net Income	\$3,155,037.34	
Net Expenditures	<u>341,342.50</u>	\$ 2,813,694.84

2. Consolidated Education

Net Income	\$2,348,340.04	
Net Expenditures	<u>777,064.00</u>	\$ 1,571,276.04

Balance Current Restricted Funds	\$ 4,384,970.88
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C. Unexpended Plant Funds-Capital Construction

Net Income	\$27,640,473.42
Net Expenditures	<u>26,009,565.55</u>

Balance Unexpended Plant Funds	\$ 1,630,907.87
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D. Retirement of Indebtedness Funds

Net Income	\$16,797,471.22
Net Expenditures	<u>484,460.14</u>

Balance Retirement of Indebtedness Funds	\$ 16,313,011.08
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Total Balances of All Funds	<u>\$ 24,432,480.05</u>
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II. Statement of Funds Balance -

A. Current General Funds

Reserve for Imprest Cash	\$ 302,500.00
Encumbrances Outstanding	403,294.89
Free Balances	<u>1,397,795.33</u>

Total	\$ 2,103,590.22
-------	-----------------

B. Current Restricted Funds

1. Housing & Dining System Revenue Fund

Cash Account with State	\$ 60,082.55	
Investments	<u>2,753,612.29</u>	\$ 2,813,694.84

2. Consolidated Education Building Revenue Fund

Cash Account with State	\$ 1,675.12	
Investments	<u>1,570,600.92</u>	\$ 1,571,276.04

Total	\$ 4,384,970.88
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C. Unexpended Plant Funds

Contracts not Awarded	\$ 551,392.40
Contingency	<u>1,079,515.47</u>

Total	\$ 1,630,907.87
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D. Retirement of Indebtedness Funds

1. Housing & Dining System Bond Fund

Cash	\$	909.97	
Investments		<u>1,081,902.19</u>	\$ 1,082,812.16

2. Housing & Dining System Repair
& Reserve Fund

Cash	\$	847.32	
Investments		<u>550,056.90</u>	\$ 550,904.22

3. Consolidated Ed. Bldg. Bond Fund

Cash	\$	4,597.74	
Investments		<u>2,933,666.58</u>	\$ 2,938,264.32

4. Consolidated Ed. Bldg. Refunding
Bonds Redemption Fund

Cash	\$	21,030.38	
Investments		<u>11,720,000.00</u>	\$11,741,030.38 <u>\$16,313,011.08</u>

Total Balances All Funds			<u>\$24,432,480.05</u>
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III. Statement of Investments

Housing & Dining System	Revenue Fund	\$ 2,753,612.29	
	Bond Fund	1,081,902.19	
	Repair & Maint. Fund	550,056.90	
Consolidated Ed. Bldg.	Revenue Fund	1,570,600.92	
	Bond Fund	2,933,666.58	
	Refunding Bonds		
	Redemption Fund	<u>11,720,000.00</u>	
Total Investments			<u>\$20,609,838.88</u>

All investments are carried at book value and are U.S. Government Securities except the Con. Ed. Building Refunding Bonds Redemption Fund investments which are Certificates of Deposit.

IV. Statement of Bonds Outstanding

Housing & Dining System	Revenue Bonds	\$12,352,000.00
Consolidated Ed. Bldg.	Revenue Bonds	23,353,000.00
Consolidated Ed. Bldg.	Refunding Bonds	<u>11,770,000.00</u>
Total Bonds Outstanding		<u>\$47,475,000.00</u>

V. Central Agency Fund -

Balance plus Receipts	\$ 387,237.23
Expenditures	<u>113,185.21</u>
Fund Balance	<u>\$ 274,052.02*</u>

*Fund Balance

Cash	\$ 224,052.02
Investments	<u>50,000.00</u>
	<u>\$ 274,052.02</u>

VI. Accounts Receivable

Summer, 1976	\$ 715.47
Spring, 1976	10,813.49
Fall, 1975	8,137.65
Prior to Fall, 1975	<u>15,426.09</u>
	<u>\$ 35,092.70</u>

Respectfully submitted,

/s/ Kenneth C. Adams
Chief Accountant

/s/ Thomas B. Hogancamp
Vice-President for Administra-
tion and Finance and Treasurer

Wheelchair Awareness Day

President Curris called attention to himself and three Board members, Dr. Howard, Dr. Cunningham, and Mr. Langford, seated in wheelchairs. He stated the Student Government Association planned Wheelchair Awareness Day to symbolize problems encountered on campus by handicapped students. He further stated that there are only three institutions in the nation that are architecturally barrier-free, that Murray State University has the flattest terrain in the Commonwealth and most adaptable to being architecturally barrier-free, that new construction will meet codes but that construction prior to 1970 is not barrier-free and we are working with the Council on Public Higher Education and the State to secure additional dollars to make the necessary renovations so that Murray State may be barrier-free.

Report by Dean of the College of Environmental Sciences

In order to provide the Board with better insight into the functioning of the University, President Curris stated that Dr. Marshall Gordon, Dean of the College of Environmental Sciences, would review with the Board the activities and programs of the College of Environmental Sciences.

Dean Gordon introduced departmental chairmen of the College: Dr. James T. Thompson, Agriculture; Dr. W. J. Pitman, Biological Sciences; Dr. Pete Panzera, Chemistry and Geology; Dr. James Matthai, Geography; Dr. Jack Wilson, Mathematics; Dr. Robert C. Etherton, Physics and Computer Science; and Mr. Jim Greer, Administrative Assistant to the Dean; and presented the report of the College of Environmental Sciences.

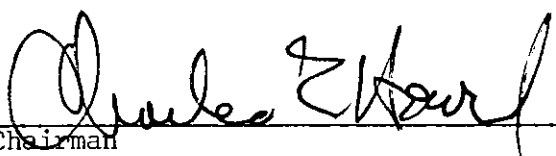
The Board expressed its appreciation for this report.

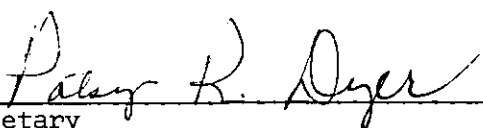
Executive Session

Chairman Howard stated the Board would recess for five minutes and reconvene in executive session to discuss property acquisition.

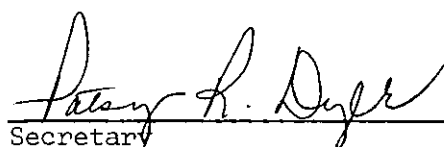
Adjournment

The meeting reconvened in public session and there being no further business, upon motion and second the meeting was adjourned.


Chairman


Secretary

This page is left blank due to the attachment of the Affirmative Action Program document adopted at the November 19, 1976, meeting of the Board of Regents.


Secretary

ATTACHMENT I
November 19, 1976

MURRAY STATE UNIVERSITY
AFFIRMATIVE ACTION PROGRAM

First Revision
September 1, 1976

PREAMBLE

In accordance with the provisions of Executive Order 11246, Murray State University is required to develop and maintain an "Affirmative Action Program." This program must assure the application of an equal employment opportunity policy throughout all facilities and programs and in all actions affecting every category of employees. This document constitutes and is designated the "Affirmative Action Compliance Program" for Murray State University.

In addition, the University has included in this program policies relevant to its compliance with Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Veterans' Readjustment Act of 1974, the Civil Rights Act of 1964, the Equal Pay Act of 1963, and the Age Discrimination Act of 1967.

AFFIRMATIVE ACTION PROGRAM

I. Equal Opportunity Policy

Murray State University provides equal opportunities in its programs, facilities and employment practices for all persons without regard for race, creed, color, sex, national origin, or handicaps.

To do so is a societal obligation which demands basic respect for human dignity. To do so is a legal obligation epitomizing the principle that all persons are entitled to equal treatment before the law and equal opportunity to make productive contributions to the advancement of society.

To do so is an economic necessity which is amply illustrated in this age of stabilizing population and dwindling natural resources; an age which demands increased productivity from each person in our society and a collective revitalization of our ingenuity, only possible through the provision of equal opportunities for all.

Because of these tenets, it is the policy of Murray State University to recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, sex, national origin, or handicaps. All decisions on employment and promotion will be in compliance and furtherance of the principles of equal employment opportunity. Also all actions such as compensation benefits, transfers, layoff, return from layoff, University-sponsored training, education, tuition assistance and social and recreational programs will be administered without regard to race, color, religion, sex, national origin, or handicaps. In addition, Murray State University is dedicated to the principles that all benefits, privileges, and opportunities afforded by the University shall be accorded students based upon individual

merits, accomplishments and needs, and to the promotion of non-discrimination in every phase of the University's operations.

Murray State University is aware of and committed to the idea that a successful University equal opportunity policy will require special "affirmative action" throughout the University to overcome the effects of past discrimination, whether it resulted from overt discriminatory acts or from unconscious systematic exclusion of minorities and women from certain jobs or programs.

It has been shown that many discriminatory practices of the past remain so deeply imbedded in the basic institutions of society that these practices continue to have extremely unequal effects on certain affected groups in our population. Murray State University is committed to taking the necessary affirmative action steps to remove whatever barriers and systematically discriminatory practices have existed in the institution.

Responsibility for implementation of the provisions of the University's Affirmative Action Program is hereby assigned to the President, the Affirmative Action Officer, the Vice Presidents, the Deans of the Colleges, the Department Chairmen, and all directors and managers and other personnel having administrative responsibilities in the operation of the University. All management personnel share in this responsibility and will be assigned specific tasks as part of the program. Management performance on this program will be evaluated in the same manner as performance on other University tasks and goals.

It is the firm belief of the University, in the adoption of this policy, that successful performance on Affirmative Action goals will provide positive benefits to the University through fuller utilization and development of previously underutilized human resources.

Murray State University is obligated by the provisions of the Civil Rights Act of 1964, as amended, and pertinent regulations of the Equal Employment

Opportunity Commission; Executive Order 11246, as amended, pertinent regulations of the Office of Federal Contract Compliance of the Department of Labor, and higher education guidelines and regulations of the Office for Civil Rights of the Department of Health, Education and Welfare pertinent to the Executive Order; Sections 503 and 504 of the Rehabilitation Act of 1973 and pertinent regulations issued by the Departments of Labor and Health, Education and Welfare; Section 2012 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972 and pertinent regulations of the Department of Health, Education and Welfare; the Equal Pay Act of 1963, as amended; the Age Discrimination Act of 1967, as amended, and pertinent regulations of the Wage and Hour Division, Department of Labor; to operate in a non-discriminatory manner. Inquiries concerning the application of these laws and regulations may be directed to: Affirmative Action Officer, Murray State University, Murray, KY 42071.

II. Affirmative Action Plan

A. Implementation of the Intent of the Plan--General Requirements

1. Affirmative Action Officer, Duties and Responsibilities

The Affirmative Action Officer shall report directly to the President of the University in the implementation of the provisions of the Murray State University Equal Opportunity Policy and Affirmative Action Plan. The Affirmative Action Officer will assist in the development of policy statements, refinements of the University Affirmative Action Program, and in making other policy decisions relating to equal opportunity. In this capacity the officer shall consult with other University executive officers and appropriate University committees. In executing these duties the Affirmative Action Officer shall utilize existing internal and external communication channels and develop such additional channels as necessary to implement the provisions of this program.

a. The Affirmative Action Officer is responsible for designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed. He shall execute this responsibility in consultation with the Director of Personnel Services and shall report to the President at least quarterly on the University's progress toward its goals.

b. The academic and non-academic administrators of the University will be assisted by the Affirmative Action Officer in collecting and analyzing employment data, identifying problem areas, and the setting of goals and timetables. He shall also assist them in developing specific remedial programs to achieve their particular unit's goals.

c. The Affirmative Action Officer will serve as the person, required by Title IX and other legislation cited in the Equal Opportunity Policy, who will investigate any complaint communicated to the

University alleging its non-compliance with that Title, and in addition will investigate complaints alleging its non-compliance with all other pertinent civil rights legislation.

d. The Affirmative Action Officer shall assist in the establishment and subsequent publication and operation, as required by Title IX and other legislation cited in the Equal Opportunity Policy, of grievance procedures providing for the prompt and equitable resolution of student, employee, and student or employee applicant, complaints alleging any action by the University which would be prohibited by that Title. These grievance procedures shall also provide for the prompt and equitable resolution of student, employee, and student or employee applicant, complaints alleging any action by the University which would be prohibited by all those acts, titles, amendments, orders, and regulations enumerated in the University Equal Opportunity Policy.

e. The Affirmative Action Officer shall, within one year of July 21, 1975, and with the assistance of a task force with a membership representative of the University community, conduct an evaluation of all current policies and practices of the University, and the effects thereof, concerning the admission of students, treatment of students, and employment of both academic and non-academic personnel. As a result of this study the Affirmative Action Officer will recommend the modification of any policies and practices which do not meet the requirements of Title IX, and recommend appropriate remedial steps to eliminate the effects of any discrimination which resulted from adherence to these policies and practices. Should modifications of the Affirmative Action Plan be required, a revised report containing those modifications shall be published, and the original plan placed on file for reference purposes.

f. Within one year of the adoption of regulations implementing section 504 of the Rehabilitation Act of 1973, the Affirmative Action Officer shall, in consultation with handicapped individuals in the University work force and student body, evaluate current policies and practices of the University and the effects thereof in relation to the requirements of that Act; shall recommend the modification of any of these policies and practices which do not or may not meet those requirements; and shall recommend appropriate remedial steps to eliminate the effects of any discrimination which resulted or which may have resulted from adherence to these policies and practices.

For at least three years following completion of the evaluation it shall be kept on file together with descriptions of any modifications made and remedial steps taken as a result of that evaluation.

After evaluation of the University's program accessibility, should it be apparent that the University is not in compliance with that portion of the section 504 regulations, the Affirmative Action Officer shall develop, within six months, a transition plan for achieving program accessibility within three years of the adoption of the regulations.

The Affirmative Action Officer shall implement procedures to ensure that interested persons are informed 1) of the existence and location of accessible services and activities, 2) of facilities which are accessible to and usable by handicapped persons, and 3) of any transition plan and the schedule established therein. This information shall be made available in the form which allows effective notice to persons with impaired vision or hearing.

g. The Affirmative Action Officer shall serve as the liaison person between Murray State University and governmental regulatory agencies in Washington, Atlanta, and Frankfort; and minority and women's organizations on campus, in Murray, Calloway County, and the University's region; and other interested community groups.

h. It shall be the responsibility of the Affirmative Action Officer to keep the President and other responsible officials of the University informed about developments locally and nationally in the area of equal opportunity, and of the most current legal information affecting the University's Affirmative Action Program.

i. The Affirmative Action Officer shall serve as the University Contract Compliance Officer in accordance with the requirements of implementing regulations for Executive Order 11246 as amended and other legislation as cited in the Equal Opportunity Policy. A form letter for informing University subcontractors of the University's commitments, and concomitantly their commitments, shall be placed in the Appendix of this Plan, as well as copies of the equal opportunity statements required to be placed on all appropriate University contracts.

2. Deans, Department Chairmen, and Directors - Duties and Responsibilities

The responsibilities of each collegiate dean, all department chairmen, and administrative directors under this policy and plan include, but are not limited to:

a. The identification of appropriate academic and non-academic units for which goals and timetables may be established, the identification of problem areas, and the establishment of appropriate goals and timetables for those units.

b. Involvement with local minority organizations, women's organizations, community action groups, and community service programs as appropriate for the positive progress toward goals of the units.

c. Periodic audit of training programs, hiring, and promotion patterns as requested by the Affirmative Action Officer.

d. Regular discussions with academic and non-academic administrators, supervisors and employees within their colleges and units to

be certain that the University's attitude toward Affirmative Action is understood by all and that the University's Equal Opportunity Policy and Affirmative Action Plan are known and being followed.

e. Review of the qualifications of all employees in their colleges and units to ensure that minorities and women are given full opportunities for transfers and promotions.

f. Career counseling for all academic and non-academic employees under their responsibilities, which shall include dissemination of job classifications and descriptions and requirements for transfer or promotion within the same or to different job classifications.

g. Periodic review of their functional areas of responsibility to ensure that each unit is in compliance with the program to include that posters are properly displayed; facilities are equally available to all persons entitled to their use; and that minority and female employees and students are afforded equal opportunity to participate in all University-sponsored education, training, recreational and social activities.

h. Ensuring that all academic and non-academic administrators in their colleges and units understand that work performance evaluations will include measurement of equal opportunity efforts and results, as well as other criteria.

i. Preventing the harassment of employees placed in their respective colleges or units through affirmative action efforts.

j. Responsibility for establishing and maintaining records documenting academic and non-academic personnel actions within their colleges and units. Every personnel action shall be fully documented. In the case of filling any existing or new position, the file shall contain a complete description of the position to be filled, including academic and experience requirements for candidates for the position, and responsibilities which must be executed by the

person filling the position; the names and vitae of all applicants; the name of the applicant selected; and in the event that a woman or member of a minority group was an applicant and not chosen, specific written reasons for this decision.

k. Each college of the University will prepare its own collegiate form for measuring faculty applicant qualifications. The colleges shall have the option of designing a separate form for each department, a common form to be shared by two or more departments, or a common form to be used college-wide. This form shall not have to be filled out by an applicant, however such a form shall be prepared by the department chairman or his designated representative, using submitted vita information, and placed in the application file of each applicant.

The desirability of obtaining applicant flow data for the appropriate minority or ethnic group identification of applicants is also recognized. To accomplish this, a post card bearing these ethnic or minority classifications will be mailed to each faculty applicant or filled in by applicants during on-campus interviews. Once completed and returned by the applicant, these post cards shall be kept in a separate file from the applicant's vita in the office of the dean. This file shall be used only for the purposes of calculating compliance information in response to requests from the Affirmative Action Officer.

1. Each department shall propose guidelines for screening of applicants which shall be reviewed and approved by the Affirmative Action Officer. The approved guidelines for each department shall be kept on file in the office of the Affirmative Action Officer.

Each college dean will specify those faculty and/or research positions for which the terminal degree, in addition to other evidence

of excellence in applicants, will be required in hiring decisions. Each dean must be able to demonstrate that the positions listed have a direct bearing on the academic quality of instruction, continuing scholarly research or activities, and/or regional services offered by the college. Records will be maintained regarding specific affirmative efforts to attract female and minority applicants for a position, to include a list of media used to advertise the position and a record of all universities, minority and women's groups, professional organizations, and community groups notified of the position.

The following affirmative recruitment steps will be followed in filling faculty positions: 1) Advertise each position in the Chronicle of Higher Education, an appropriate professional journal, or other medium which most effectively meets the affirmative recruiting requirements of the faculty position being advertised. All position advertisements must indicate that Murray State is an "Equal Opportunity Employer, M/F." Within budgetary reason, it is good to say something like: "Murray State is an Affirmative Action Employer and actively encourages females and members of minority groups to apply for its position openings." 2) Specific qualifications required should be clearly stated and adhered to. 3) Where available, contact the appropriate professional organization's minority and/or female committees, offices, caucuses, etc. 4) Advertise with minority publications appropriate to the department's needs. There are a number of Black or minority academic societies. 5) Send fliers to predominantly Black colleges and universities having applicable graduate degree programs. (See the Directory of Predominantly Black Colleges and Universities in the United States, published by the National Alliance of Businessmen, 1730 K Street Northwest, Washington, D.C. 20006.) 6) Send fliers to major Ph.D. granting institutions encouraging females and members of minority groups to apply. 7) Seek and help promising females and

minority graduates of Murray State to pursue graduate work in order to be eligible for future positions in higher education. 8) Alert the Affirmative Action Officer so that an announcement may be placed in the University's weekly Job Openings Report sent to affirmative action advisors throughout West Kentucky. As a minimum the listing must include rank, salary, duties and responsibilities, qualifications, application deadline, date position starts, and name of person to whom applications should be submitted. In addition, the availability of the position shall be made known to all current employees of the University through an announcement bulletin published jointly by the Affirmative Action Officer and the Office of Personnel Services and posted throughout the campus. Notices of vacancies shall be forwarded to the Affirmative Action Officer through the Vice President for Academic Programs for academic positions and through the Director of Personnel Services for staff positions.

m. When a college is hiring a non-academic staff member, it shall notify the Director of Personnel Services at least three weeks prior to the date expected to fill the position and shall interview all applicants referred by that office. No person may be hired for a staff position who has not been referred by the Personnel Services office. The same procedures outlined in "j" above, maintained in a separate "non-academic" employee file, shall be followed. All non-academic hiring, promotion and other personnel matters shall be conducted in accordance with the pertinent goals and timetables established or approval by the Director of Personnel Services and the Affirmative Action Officer.

n. Shall maintain records of personnel decisions and actions, as outlined above, for a minimum of three years or until the respective unit has attained its goals. Applications of individuals who have been offered a position and who have declined an offer shall have their file so marked and placed in an inactive file for a minimum of three years.

o. Shall maintain a file of all minority and female applicants who applied for earlier position openings but not hired. These candidates, if qualified, will be contacted first when new openings occur.

p. Shall maintain a permanent record for each individual academic and non-academic employee containing records of all actions affecting conditions of his or her employment. If a job description has not been prepared to describe the duties, responsibilities and requirements of his or her position, such will be done and a copy placed in his or her file.

q. Shall conduct continuing assessments of collegiate and unit personnel for the purpose of determining whether a minority or female person has, through the passage of time, become qualified for a position with greater responsibilities or for promotion within the specific ranks of the currently held position.

3. Director of Personnel Services, Duties and Responsibilities

The responsibilities of the Director of Personnel Services under this policy and plan include, but are not limited to:

a. The identification of appropriate non-academic units for which goals and timetables may be established, the identification of problem areas, and the establishment of appropriate goals and timetables for these units.

b. Involvement with local minority organizations, women's organizations, community action groups, and community service programs as appropriate for the positive progress toward goals of the units.

c. Periodic audit of training programs, hiring, and promotion patterns as requested by the Affirmative Action Officer.

d. Regular discussions with administrators, supervisors and employees to be certain that the University's attitude toward Affirmative Action is understood by all and that the University's Equal Opportunity Policy and Affirmative Action Plan are known and being followed.

e. Reviewing the qualifications of all non-academic employees to ensure that minorities and women are given full opportunities for transfer and promotions.

f. Career counseling for all non-academic employees.

g. Shall assure that each full-time and part-time permanent non-academic staff position enumerated in the University staffing table shall be accompanied by a job description which shall specify the qualifications, duties, and responsibilities demanded of the individual filling the position. These job descriptions shall be kept in an appropriate file in both the Personnel Services office and the Affirmative Action office and shall be available for examination by any person who might desire to do so. These descriptions shall be included in any advertisement for that position.

h. Establishment and dissemination of job classifications, descriptions and requirements for transfer or promotion within same. A clearly defined promotion procedure and line progression charts for promotions shall be established for all categories of non-academic employees. This information shall be available to employees at the time of employment and upon request any time thereafter.

i. Periodic review of each unit to ensure that it is in compliance with the program to include that posters are properly displayed; facilities are equally available to all persons entitled to their use; and that minority and female employees and students are afforded equal opportunity to participate in all University-sponsored education, training, recreational and social activities.

j. Ensuring that all administrators understand that work performance evaluations will include measurement of equal opportunity efforts and results, as well as other criteria.

k. Preventing the harassment of employees placed through affirmative action efforts.

l. Responsibility for establishing and maintaining records documenting personnel actions in non-academic classifications. Every personnel action shall be fully documented. In the case of filling any existing or new position, the file shall contain a complete description of the position to be filled, including academic and experience requirements for candidates for the position, and responsibilities which must be executed by the person filling the position; the names and vitae of all applicants; the name of the applicant selected; and in the event that a woman or member of a minority group was an applicant and not chosen, specific written reasons for this decision signed by the person or persons making the decision.

m. Assure that non-academic staff vacancies shall be advertised in appropriate media within the University's labor area. The University labor area shall be defined as the Commonwealth of Kentucky for EEO-6 Category 1 positions; the entire United States for EEO-6 Category 2 positions; Calloway County and its contiguous counties in Kentucky and Tennessee for EEO-6 Categories 3, 4, 5, and 6; and Calloway County for EEO-6 Category 7 positions. In addition, where economically feasible, appropriate to the needs of the University's affirmative recruitment effort, and/or relating to positions where the University's work force analysis has shown underutilization of minorities, the University shall advertise position vacancies in appropriate minority oriented media and through special job availability dissemination to be specified by the Director of Personnel Services and the Affirmative Action Officer. The Personnel Services

Office shall maintain lists of all specific media which must be utilized to advertise staff positions, according to EEO-6 category. Records will be maintained regarding specific affirmative efforts to attract female and minority applicants for a position, to include a list of media used to advertise the position and a record of all schools, minority and women's groups, professional organizations, and community groups notified of the position.

n. The availability of a position shall be made known to all current employees of the University through an announcement bulletin published by the Office of Personnel Services and posted throughout the campus.

o. Shall maintain records of personnel decisions and actions, as outlined in "1" above, for a minimum of three years or until the respective unit has attained its goals. Applications of individuals who have been offered a position and who have declined an offer shall have their file so marked and placed in an inactive file for a minimum of three years.

p. Shall maintain a file of all minority and female applicants who applied for earlier position openings but not hired. These candidates will be contacted first when new openings occur.

q. Shall maintain a permanent record for each individual employee containing records of all actions affecting conditions of his or her employment. If a job description has not been prepared to describe the duties, responsibilities and requirements of his or her position, such will be done and a copy placed in his or her file.

r. Shall conduct continuing assessments of personnel for the purpose of determining whether a minority or female person has, through the passage of time, become qualified for a position with greater responsibilities or for promotion within the specific ranks of the currently held position.

s. Shall maintain applicant flow data records showing minority status of applicants for each position filled by the University. A separate card file indicating minority status of each applicant shall be maintained for this purpose.

B. Internal Dissemination of the Policy and Plan

1. Vice presidents, deans, department chairmen, directors, managers and supervisors will be informed of the Equal Opportunity Policy and the Affirmative Action Plan by written communication from the President of the University. This communication shall be yearly and shall include the information that their performance on Affirmative Action goals will be rated along with other criteria in evaluation for promotions, merit increases, raises and bonuses, and that inadequate cooperation or obstruction of the program will incur penalties or possible termination.

2. The Equal Opportunity Policy and a description of the Affirmative Action Plan and its grievance procedure shall be included in all management manuals, the STUDENT HANDBOOK, the FACULTY HANDBOOK, and all employee handbooks and manuals.

3. Special meetings will be held regularly with the vice presidents, deans, department chairmen, directors, managers and supervisors to discuss the Affirmative Action Program, their individual responsibilities, and to review the University's progress toward its goals.

4. All employees shall be informed of the University Equal Opportunity Policy through posters placed on bulletin boards, areas near time clocks, in the Personnel Services Office where employment applications are accepted, in the areas of each University building housing individual departments and agencies, and in other conspicuous locations. These posters shall describe the University's Equal Opportunity Policy, Affirmative Action Plan, and list persons to contact concerning questions about the University's implementation of the program, to include the Affirmative Action Officer. The wording of this poster may be found in the index.

5. Publicity will be provided for the program through the "Letter from the President," and other internal media, as appropriate.

6. Meetings will be held involving the University's minority and female employees to elicit suggestions in development of the Affirmative Action Program.

7. Presentation and discussion of the Equal Opportunity Policy and the Affirmative Action Plan shall be a part of every employee training or orientation program conducted by the University.

8. Copies of the Equal Opportunity Policy will be made available to employees, as will such elements of the Affirmative Action Plan that will enable them to know of and avail themselves of its benefits.

9. All handicapped employees will be notified of the University's affirmative action obligations relating to handicapped, and will be given the opportunity to voluntarily identify themselves and their handicap in order to benefit from this program. (See Appendix VI.)

C. External Dissemination of the Policy and Plan

1. Each year the University, through the Office of Personnel Services, will write personal letters to each regular employee recruitment source informing them of the University's interest in interviewing and hiring previously underrepresented groups for all positions in the University. Special recruitment sources will be written as needs develop, and all sources shall be sent a copy of the University's Equal Opportunity Policy. All employee recruitment sources will be informed that the University cannot legally continue to use their services if they do not refer applicants on a non-discriminatory basis, and that referrals of male, female, minority, non-minority and handicapped applicants are expected for all jobs at all levels.

2. All media used to advertise positions for the University will be informed that help-wanted ads cannot be placed in sex-segregated columns. The statement "Equal Opportunity Employer (M/F)" shall be included in all advertisements of University position vacancies.

3. Whenever pictures are used in employment advertising or in recruitment manuals for employees or students, minorities, and handicapped, women and men will be pictured in non-stereotyped jobs and/or activities.

4. Hiring, promotion, and training opportunities and other facets of Murray State's Affirmative Action Plan will be advertised in general, and when deemed necessary by the Affirmative Action Officer, specialized (women's and minority) media.

5. New employee and student recruiting sources will be sought by contacting media, agencies, organizations, schools, colleges, community groups, and others who have special contacts with women and minority groups. The Director of Personnel Services and the Director of School Relations will implement this requirement. Master lists and records of contacts will be kept.

6. In dealing with contractors, vendors, and suppliers, the University will make purchases on the basis of price, service, and/or merchandise quality (i.e., the firm offering the best value for the dollars expended). The competitive bid process avoids favoritism and/or preferential treatment. All subcontractors, vendors and suppliers will be notified in writing of the University's Equal Opportunity Policy, requesting appropriate supportive action on their part. The University shall comply with all laws of the Commonwealth of Kentucky regarding purchases. This shall not preclude, however, public service efforts of the University to educate interested minority and female vendors about University purchasing procedures. On purchases or contracts of \$10,000.00 or more, the University will require a statement of equal opportunity compliance and other reports as outlined in regulations attached to Executive Order 11246 as amended and other legislation enumerated in the Equal Opportunity Policy. The Contractor's and Vendor's Statement of Compliance Forms are attached in the Appendix to this Plan.

The Equal Opportunity Clause as contained in 41 CFR 60 - 1.4, as required by Executive Order 11246 (as amended) and its implementing regulations, and the equal opportunity clause as required by regulations implementing section 503 of the Rehabilitation Act of 1974, will be printed on each University Purchase Order, Contract, Lease, etc., so that its provisions will be binding on each subcontractor or vendor having contracts as outlined above. Statements required by these and other legislation may be included in these contracts by reference or other appropriate means.

7. The University will communicate to prospective employees and students the existence of the University Affirmative Action Program and make available such elements of the policy and plan to enable them to know of and avail themselves of its benefits.

8. Adequate community-wide publicity will be afforded the University Affirmative Action Program, through news releases and other means utilized by the Office of Information and Public Services, to assure cognizance of the general public of the policy and plan.

9. Women's and minority organizations, community agencies, community leaders, secondary schools, colleges and universities will be notified of the University Affirmative Action Program in writing.

10. A brochure focusing on equal opportunity and affirmative action at Murray State will be published.

11. The Affirmative Action Officer shall prepare an annual report for both internal and external consumption on the status and progress of Murray State's Affirmative Action Program.

D. Grievance Procedures for Complaints Relating to the University
Equal Opportunity Policy

The following Grievance Procedures were adopted by the Vice Presidents on August 2, 1976. In addition to the procedures described below, the University Affirmative Action Officer is available to independently investigate complaints and make determinations regarding appropriate redress.

1. Definitions

a. Informal Procedures: Efforts of the grievant and the supervisor to resolve a problem before an appeal to a formal mechanism. At Murray State, this effort should be carried through successive supervisory levels to the appropriate vice president.

b. Written Complaint: A document that, when informal procedures have failed to resolve a conflict, the grievant will prepare indicating in writing to the appropriate person or committee the nature of the complaint, the facts on which it is based, and the remedy sought.

c. Grievance Committee: A committee whose functions are to consider a written complaint and to resolve it or refer it to where it can be resolved within the University.

2. Procedure

Under this policy, grievable issues are those in which there is a possibility of an error in the institution's policies (or lack of them), in its prescribed procedures for carrying out the policies, in the administration of these procedures, or in varying combinations of these, all relating to the provision of equal opportunity as defined and required by the University Equal Opportunity Policy and the laws cited therein.

Before initiation of a written complaint, a grievant must pursue informal procedures through successive supervisory levels to the appropriate

vice president. In this event, all supervisory levels shall respond to the issues raised by the grievant within four weeks of his/her initial contact with the immediate supervisor.

If, after pursuing this effort the grievant feels that appropriate redress has not been attained, he or she may submit a written complaint to the University Equal Opportunity Grievance Committee.

The Committee shall maintain a three-member subcommittee which shall receive all written complaints regarding alleged violations of the University's Equal Opportunity Policy. Within two weeks the subcommittee shall review the written complaint and shall in the review take the following actions (by the time a grievance has passed the informal stages and the grievant has prepared a written complaint which has been screened by the subcommittee, the issues should have been sufficiently refined so that the sources of the alleged errors have been clearly identified):

a. determine whether the matter complained of is within the powers of the University to settle internally; in other words, the complaint must be susceptible to an in-house resolution; (unredressable issues might involve state or federal laws or regulations, powers held by the Council on Public Higher Education, etc.);

b. determine whether informal procedures have been pursued and that such efforts were unsuccessful;

c. assure that some evidence exists within the complaint that the matter complained of is substantial, relates to actions or circumstances proscribed by laws or regulations cited in the University Equal Opportunity Policy, and merits the time and resources of the committee;

d. assure that the issue complained of resulted from events occurring no longer than six months prior to receipt of the complaint;

e. inform the grievant that the complaint has been referred to the University Equal Opportunity Grievance Committee, or inform the grievant that further steps as outlined above must be followed before the complaint can be referred to the full Committee, or inform the grievant that the subcommittee is recommending against consideration of the complaint by the full Committee and the reasons for such recommendation. In the event of the latter, the grievant may appeal the recommendation to the full University Equal Opportunity Grievance Committee.

The membership of the University Equal Opportunity Grievance Committee shall consist of the following:

Three elected faculty members

Three elected students

Three elected staff members

In addition, two alternate committee members shall be elected by each group.

For the initial year of the policy a nominating committee, consisting of one faculty member, one staff member, and one student appointed by the Affirmative Action Officer, shall select nominees for each group, of whom the five receiving the largest number of votes during the initial fall elections shall serve as University Equal Opportunity Grievance Committee members and alternates.

Representatives shall serve for three years, with staggered terms decided by drawing straws at the inception of this policy.

No person shall be nominated who does not agree to serve on the Committee if elected.

Each subsequent year the Committee shall select three nominees from each group, the top two vote winners becoming replacement Committee member and alternate, respectively.

Upon receipt of a written complaint from the subcommittee, the University Equal Opportunity Grievance Committee shall within four weeks initiate one of the following actions:

a. Refuse action after a review of the written complaint, along with such additional information as the Committee may solicit in order to determine whether a prima facie case of error has been made. If such case has not been made, the Committee may refuse further action, giving its reasons for doing so.

b. The Committee itself engages in more formal fact-finding and mediation. It should be possible to take this action in most cases brought to the Committee. A mediation subcommittee may undertake this responsibility. Specific recommendations for resolution of the complaint, if any, go directly to the President for action. He may implement, modify, or refuse to implement the recommendations of the Committee. The President's decision may be appealed to the Board of Regents.

c. Refer the case immediately to other authority. Certain kinds of cases cannot be resolved without special handling beyond the competence or authority of a committee, such as a complicated equal pay issue. This body should not waste the grievant's and its time with these, other than to make a record of the reasons for its conclusion, and should send them to a designated administrative office along with any recommendations it may have for the nature of special treatment.

d. Remand the case for a replay of the procedures that led to the grievance. This recommendation should only be made when the Committee determines that persons carrying out University policy did not exercise "due diligence" in the performance of their duties. The purpose of a replay is to give the grievant a second chance under corrected conditions. Care should be

taken, however, that a replay not be prescribed as a punishment, a placebo, or a dodging of responsibility by the Committee. The President or any of the parties involved may reject a recommendation for a replay, but should provide reasons for doing so.

e. Conduct a formal hearing of the case. The grievant shall be notified of the time and place of the hearing two weeks in advance. He or she shall be afforded a full and fair opportunity to present evidence relevant to the complaint, shall have the right to bring witnesses, to be represented or assisted by individuals of his or her choice at his or her own expense--including an attorney--and shall have the right to cross-examine any witness presented by the University. The University shall also have the above rights. Nine members of the Committee must always be present when hearing oral presentations, reviewing information pertaining to a complaint, and during deliberations leading to a recommendation. Absence from the campus or illness of one of the regular members of the Committee shall not delay initial convening of the Committee to review a forwarded complaint; however, once an alternate meets with the Committee on a particular case, he or she shall continue to serve until a recommendation on that case is made by the Committee. Recommendations will be made within four weeks of the hearing. All proceedings before the Committee, except deliberations, shall be tape-recorded and preserved. Also, a secretary shall take notes and transcribe those notes into a report of the proceedings.

Specific recommendations for resolution of the complaint, if any, go directly to the President for action. He may implement, modify, or refuse to implement the recommendation of the Committee. The President's decision may be appealed to the Board of Regents.

f. Separate the elements of a case and take two or more of the above actions simultaneously. This step may be required in cases in which the Committee discovers an error in prescribed University policy or procedure, although not necessarily in its administration, and where it must refer the policy correction to another authority but may be able, by a different step (e.g., a reply, or its own mediation) to resolve the particular case equitably and promptly.

All appeals under this policy to the Board of Regents shall be presented in a letter containing a detailed statement of the grounds for the appeal and shall be submitted to the Secretary of the Board no later than ten days after the President's decision regarding the Committee recommendation.

The decision of the Board of Regents or an established appeals committee of the Board shall be final. The grievant should be informed of external agencies available to him for filing complaints.

E. Specific Programs to Eliminate Discriminatory Barriers and Achieve Goals

1. Recruitment

a. Recruitment procedures for each job category will be analyzed to identify and eliminate discriminatory barriers. This analysis will be conducted by each collegiate dean and by the Director of Personnel Services.

b. An applicant flow record will be developed in each college and in the Office of Personnel Services. This record will indicate name, race, national origin, sex, handicap, referral source, date of application, and position applied for by each job applicant. The record will indicate whether a job offer was made or not made, job applied for, job offered or reason why job offer was not made and identification of the person(s) making the employment decision. Records of members of affected groups not hired, who interviewed them, who made the decision not to hire and the written reason for not hiring will be maintained for at least three years or until goals in the individual unit are attained.

c. An Affirmative Action remedial file will be maintained for each individual unit containing records of affected group members who applied for earlier position openings but not hired. These candidates will be contacted first when new openings occur in the unit.

d. Females and members of minority groups will be utilized by the University in recruitment of employees and students.

e. Classified ads will be placed only under "Help Wanted" or "Help Wanted, Male-Female" listings. When judged necessary by the Affirmative Action Officer, jobs will be advertised in media directed towards minorities and women. Where jobs have been typed as "male" or "female" interest will be

emphasized in recruiting both sexes for the position. All advertisements must include the phrase "Equal Opportunity Employer, M/F."

f. Jobs at all levels will be listed with the local State Employment Service. When employment agencies are utilized, the University's policy of hiring applicants based on merit and its interest in referrals of qualified minorities, males and females for all jobs will be emphasized. Agencies and consultant firms that specialize in minority and female applicants will be used when judged necessary by the Affirmative Action Officer.

g. High schools, vocational schools, career development centers, colleges, universities, community colleges and other educational agencies in the Murray State University region will be contacted in regard to the University's Affirmative Action hiring goals. Referral of female and minority job applicants will be encouraged.

h. All selection standards and tests utilized by the University must not disproportionately screen out individuals protected by Title VII of the Civil Rights Act and other legislation cited in the Equal Opportunity Policy unless (1) they can be significantly related to job performance, and (2) no alternate nondiscriminatory standards can be developed to meet requirements shown to be justified by "business necessity." Employee selection procedures subject to these guidelines include all tests (defined as "any paper and pencil performance measure used as a basis for any employment decision") and other requirements such as personal histories, biographical information, background requirements, specific educational or work experience requirements, interviews (scored or unscored), application forms (scored or unscored), and interviewer rating systems which result in a significantly differential rate of rejection for protected groups. If tests and standards used for hiring in any particular unit for any particular position do have

discriminatory effects, the unit must demonstrate that alternate, suitable procedures are not available and that the selection devices in question have been validated as significant predictors of successful job performance for the particular job or jobs in question. See the Affirmative Action Officer to obtain guidelines for validation procedures. Validation is a specific, technical and complex process defined in detail in the EEOC selection guidelines.

When such tests are administered to an applicant or employee who has a handicap which impairs sensory, manual, or speaking skills, the test results must accurately reflect the applicant's or employee's job skills, aptitude, or whatever other factor the test purports to measure, rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills (except where such skills are the factors which the test purports to measure).

i. The Affirmative Action Officer, the Director of Personnel Services, and the collegiate deans will review all application forms and pre-employment inquiry requirements to ensure that no barriers to affected groups are contained therein. Potential barriers include misuse of information relating to race, national origin, and religion; education; arrest and conviction records; credit ratings; sex, marital and family status; physical requirements, experience requirements; age, date of birth; availability for Saturday or Sunday work; appearance; and friends or relatives working for the University.

2. Upward Mobility System--Assignment, Job Progression, Promotions, Transfers, Seniority, and Training

a. For each position in the University, a job analysis will be conducted by the deans and the Director of Personnel Services to identify actual tasks performed, their frequency, and importance of specific employee traits or skills needed for the job. Schedules for this review

will be maintained by the Affirmative Action Officer. The purpose of this review is to assure that qualified persons are not screened from hire or promotion because of sex, minority status or handicap.

b. Each unit head will ensure that job descriptions and hiring and promotion standards are written for each position in the University, and that those descriptions, standards and job functions identified do not require higher qualifications than necessary.

c. Charts showing formal lines of progression will be prepared for each unit of the University.

d. Promotion, transfer and termination rates for each minority group, for females, and for handicapped employees, by job category, will be computed and compared to other employees. Utilizing these data, all barriers will be identified and overcome.

e. All job promotional opportunities will be publicized by the Office of Personnel Services and employees will be encouraged to bid for these promotions, particularly those employees who have traditionally not had access to better jobs.

f. Formal evaluation systems for academic employees will be developed by each college. Specific responsibility for staff evaluation is assigned to the Vice Presidents of the University. The Vice Presidents shall assure that appropriate evaluation systems are implemented in their areas of responsibility and that the information generated by these evaluation systems is used to encourage employee improvement and the efficiency of their functional areas of responsibility.

g. The University will seek to the extent practical to provide all employees training and self-improvement opportunities in an effort to encourage promotion to positions of greater responsibilities. For academic

employees, these opportunities include summer leave programs, tuition waiver for University courses, leave without pay, and travel to professional meetings and seminars. For non-academic employees these include tuition waiver for University courses, improvement leave programs, leave without pay, on-the-job training opportunities, and other special training opportunities and programs as necessary to implement the Affirmative Action Plan. Persons will be chosen for all these opportunities on the basis of merit and in keeping with the University's Equal Opportunity Policy.

h. The application or personnel form of each known handicapped applicant should be annotated to identify each vacancy for which the applicant was considered, and the form should be quickly retrievable for review by the agency, the Department of Labor and the contractor's personnel officials for use in investigations and internal compliance activities.

i. The personnel or application records of each known handicapped employee should include (i) the identification of each promotion for which the handicapped employee was considered, and (ii) the identification of each training program for which the handicapped employee was considered.

j. In each case where a handicapped employee or applicant is rejected for employment, promotion or training, a statement of the reasons should be appended to the personnel file or application form. This statement should include a comparison of the qualifications of the handicapped applicant or employee and the person(s) selected, as well as a description of the accommodations considered. This statement should be available to the applicant or employee concerned upon request.

k. Where applicants or employees are selected for hire, promotion or training and the contractor undertakes any accommodation which makes it possible for him or her to place a handicapped individual on the

job, the application form or personnel record should contain a description of that accommodation.

3. Wage and Salary Structure

a. All University employees' salaries shall be established in the regular University budgeting process and shall be established recognizing individual skills, abilities and qualifications as well as position qualification requirements, market demands, and responsibilities required. It is the responsibility of the president, the vice presidents, and the deans to establish salary levels without regard to race, religion, sex, national origin or handicap and to assure that equal work and responsibility is rewarded with equal pay within the parameters of appropriately designed scales which recognize longevity and merit.

Each position shall be continually monitored by supervisors so that increases in responsibility shall be recognized during each subsequent budget establishment with appropriate increases in salary. When such action occurs, of course it will be necessary to appropriately modify the job description on file for that position.

It shall be the policy of the University to recognize and financially reward employees for making a significant contribution to the advancement of the University's mission. This goal has been partially met through the establishment of a bonus program for non-academic staff employees.

The University shall continually seek to adjust upward the salaries of groups of employees which have apparently fallen behind market conditions. To accomplish this task the University shall seek the support of the Council on Public Higher Education, the executive branch of state government, and the legislature.

b. Faculty salaries shall be established at competitive levels based on academic training, teaching skills, research or professional productivity, market conditions, experience, and other appropriate criteria, without regard to sex, race, national origin, age, color, religion, or handicap of the person hired.

4. Benefits and Conditions of Employment

a. All benefits and conditions of employment will be reviewed by the deans and the Director of Personnel Services to ensure that they are equally available to employees of various classifications without discrimination. This includes medical, hospital, accident and life insurance; retirement benefits; pension, profit-sharing and bonus plans; hours of work; leave, and other terms, conditions and privileges of employment.

b. State protective laws have been superseded by federal requirements relating to equal opportunity, and therefore the University may not rely on any such law to justify unequal treatment of female employees.

c. Any personnel policy of the University which discriminates against or penalizes females based upon pregnancy or maternity, marital status, or presence of young children is in violation of Executive Order 11375 and therefore illegal. All such policies are hereby superseded and should subsequently be rescinded. Where they exist, seniority lines must not be based solely on sex. Women are entitled to equal consideration for all University jobs and to equal facilities for employees in the appropriate categories.

5. Layoff, Recall, Discharge, Demotion, and Disciplinary Action

Standards for deciding when a person shall be terminated, demoted or disciplined, laid off or recalled shall be the same for all employees.

When a female, minority or handicapped employee hired as part of the Affirmative Action Program is disciplined, laid off, discharged or downgraded, the action will be reviewed by the Affirmative Action Officer before it becomes final. Written reasons will be maintained and signed by the person making the decision.

Exit interviews will be conducted with all employees who resign.

6. Grievances and Complaints

All administrators shall make known available grievance procedures and exert a special effort to make students and employees feel that they have the channels and the right to voice complaints without fear of reprisal. These goals shall be accomplished through staff meetings, individual conferences, and written communication.

7. Internal Audit and Reporting System to Monitor and Evaluate Progress in Each Aspect of the Program

a. Designing and implementing this system is a key responsibility of the Affirmative Action Officer.

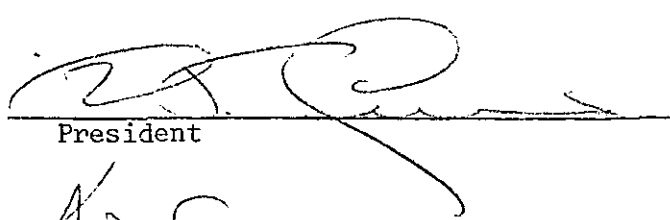
b. Quarterly reports, based on data provided from the units in connection with their activities in the survey of present employment, the selection process, upward mobility, and termination and layoffs, will be prepared to evaluate progress in problem areas.

c. The following reports, as required by Revised Order No. 4, will be on hand and available to inspectors and compliance officers:

- 1) Survey of current employment by race, national origin, sex, handicap, job classification, and salary or wage level;
- 2) Analysis of internal and external work force availability by race, national origin, sex, and handicap;
- 3) Identification of areas of underutilization and concentration, and establishment of hiring and promotion goals and timetables;
- 4) Records on applicant flow and

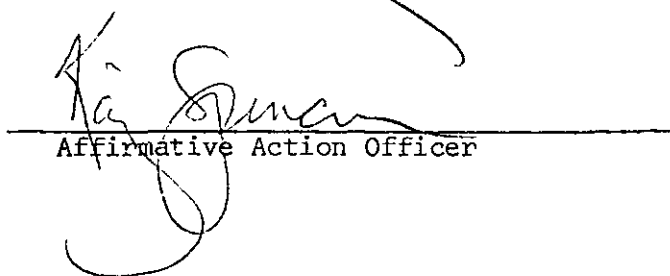
each step of the selection process--hires, placements, promotions, requests for transfers, transfers and training program participation by race, national origin, sex, and handicap--shall be kept separately for each job classification; 5) Sources of referrals and hires, by race, national origin, sex, and handicap for each job classification; and 6) Progress of University and units toward goals. All records shall indicate the person responsible, and the basis and reasons for actions taken.

Signed



PresidentDate September 1, 1976

Signed



Affirmative Action OfficerDate September 1, 1976

APPENDIX I



APPENDIX I

Murray State University

The President's Office
Murray, Ky. 42071 (502) 762-3757

July 1, 1976

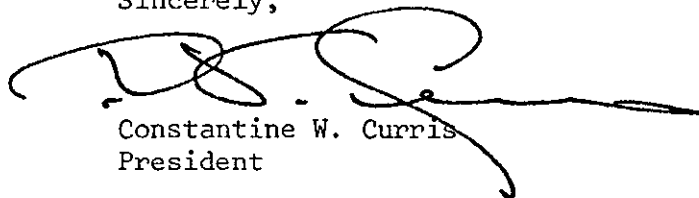
Mr. Kaj Spencer
Administrative Assistant
to the President
Murray State University
Murray, Kentucky 42071

Dear Kaj:

In accordance with the requirements and stipulations of Executive Order 11246 and its implementing regulations issued by the Office of Federal Contract Compliance, I hereby appoint you Affirmative Action Officer for Murray State University. You will report directly to me in connection with your responsibilities as such.

You are also designated the responsible employee to carry out the requirements of and to handle the resolution of grievances under Title IX of the Education Amendments of 1972, regulations implementing Sections 503 and 504 of the Rehabilitation Act of 1973, and other pertinent legislation.

Sincerely,



Constantine W. Curris
President

APPENDIX II

WORK FORCE ANALYSIS

I. General Procedure

Problem areas are identified through completion of the Work Force Status and Goals Form. This form categorizes the work force of the University and provides instructions for appropriate determinations. Forms will be prepared by each college for academic employees and by the Director of Personnel Services for non-academic personnel. Problem areas are the categories of employment having a representation of minority employees that is lower than the percentage of minorities in the work force in the labor area from which the University could reasonably be expected to recruit; or, categories having a representation of women employees lower than the percentage of women making up the total work force in the area from which the University could reasonably be expected to recruit. Considerations in determining "underutilization" of either minority persons or women include the availability of persons having requisite skills and other factors as listed in the Department of Labor implementing regulations.

With respect to employment imbalance, interpretations arising from the Equal Employment Act of 1972 specifically discourage the use of "quotas" and proportional representation systems in the hiring and promotion of minority groups and women. "Although the law forbids employers to discriminate in employment on the basis of race, color, religion, sex, or national origin, it does not require them to take affirmative steps to rectify an already-existing imbalance in the work force. Nothing in the law, it is stated, shall be interpreted to require an employer to grant preferential treatment to any individual or group because of an imbalance that may exist with respect to the total number or percentage of persons of any race, color, religion, sex, or national origin already employed. The same is true with regard to apprenticeship and

training programs." (ABC's of the Equal Employment Opportunity Act of 1972, The Bureau of National Affairs, Washington, D.C., 1972)

These determinations of problem areas will utilize such authenticated and documented statistical sources as possible and appropriate for each college and for the non-academic employees. Calloway County and the adjoining counties in Kentucky and Tennessee (Calloway County, Graves County, Marshall County, and Trigg County, Kentucky; and Henry County and Stewart County, Tennessee) will be considered the University's prime employee recruiting area for EEO-6 employee categories 3 through 6. The entire Commonwealth will be used for category 1, national statistics for category 2, and Calloway County for category 7. Colleges should compile statistical breakdowns by discipline, where available, of female and minority graduates at the appropriate degree levels by discipline and identify problem areas using any additional data appropriate for the collegiate unit.

Care will be exercised to identify all possible internal barriers to equal employment and University-wide opportunity.

Identified problem areas, as prepared by the Colleges, the Director of Personnel Services, and the Affirmative Action Officer, will be comprehensively prepared and documented and appended to this Plan.

II. Definition of EEO-6 Categories

A. Executive, Administrative and Managerial

Include all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution department or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to

exercise discretion and independent judgment, and to direct the work of others. Report in this category all officers holding such titles as President, Vice President, Dean, Director, or the equivalents, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, Executive Officers of academic departments (chairmen, heads, or the equivalent) if their principal activity is administrative.

NOTE: Supervisory personnel of the technical, clerical, craft, and service/maintenance force will be reported within the specific categories.

B. Faculty

Include all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these academic ranks. Report in this category Deans, Directors, or the equivalents, as well as Associate Deans, Assistant Deans, and executive officers of academic department (chairmen, heads, or the equivalent) if their principal activity is instructional. Do not include student teaching or research assistants.

C. Professional Non-Faculty

Include in this category persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training who should not be reported under Activity 1 (Executive) or Activity 2 (Faculty), and who should not be classified under any of the four "nonprofessional" categories of activities.

D. Clerical and Secretarial

Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include

personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

E. Technical and Paraprofessionals

Include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many 2-year technical institutes, junior colleges or through equivalent on-the-job training. Include computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic-physical sciences), and similar occupations not properly classifiable in other occupational-activity categories but which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

F. Skilled Crafts

Include all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics

and repairmen, electricians, stationary engineers, skilled machinists, carpenters, compositors and type-setters.

G. Service/Maintenance

Include persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, security personnel.

III. Definition of Minority Groups

The five race/ethnic categories are defined as follows:

A. White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.

B. Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

C. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

D. Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

E. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America.

IV. Availability of Minorities and Females in Labor Area

In applying statistical availability figures to the EEO-6 categories used to establish University goals, the following equivalencies were used:

EEO-6 Category 1: Non-farm Managers and Administrators

EEO-6 Category 2: Data from the University of Colorado National Faculty Availability Study and/or Professional Women and Minorities, published by the Scientific Manpower Commission

EEO-6 Category 3: Professional, Technical and Related

EEO-6 Category 4: Sales Workers and Clerical Workers

EEO-6 Category 5: Professional, Technical and Related

EEO-6 Category 6: Craftsmen, Foremen and Related

EEO-6 Category 7: Operatives except Transport; Transport Equipment Operatives; Non-farm Laborers; Service Workers except Private Household; Private Household; and Farm Workers

KENTUCKY

EEO-6 CATEGORY	TOTAL	BLACK		OTHER		SPANISH		FEMALE	
		#	%	#	%	#	%	#	%
1. Executive/Administrative/Managerial	76,213	1,019	1.34	111	.15	232	.30	13,296	17.45

CALLOWAY COUNTY	TOTAL	BLACK		OTHER		SPANISH		FEMALE	
		#	%	#	%	#	%	#	%
1. Executive/Administrative/ Managerial	555	4	.7	0	0	5	.9	75	13.5
2. Professional Faculty									
3. Professional Non-Faculty	1,707	14	.8	4	.2	0	0	758	44.4
4. Clerical/Secretarial	2,222	49	2.2	0	0	0	0	1,422	64.0
5. Technical/Paraprofessional	1,707	14	.8	4	.2	0	0	758	44.4
6. Skilled Crafts	1,252	32	2.6	0	0	5	.4	65	5.2
7. Service/Maintenance	4,342	221	5.1	4	.1	0	0	1,271	29.3
GRAVES COUNTY									
1. Executive/Administrative/ Managerial	643	0	0	0	0	0	0	136	21.2
2. Professional Faculty									
3. Professional Non-Faculty	857	20	2.3	0	0	0	0	400	46.7
4. Clerical/Secretarial	1,916	20	1.0	0	0	0	0	1,166	60.9
5. Technical/Paraprofessional	857	20	2.3	0	0	0	0	400	46.7
6. Skilled Crafts	1,747	24	1.4	0	0	0	0	110	6.3
7. Service/Maintenance	6,076	424	7.0	14	.2	0	0	2,582	42.5

HENRY COUNTY (TENN.)	TOTAL	BLACK		OTHER		SPANISH		FEMALE	
		#	%	#	%	#	%	#	%
1. Executive/Administrative/ Managerial	811	7	.9	0	0	0	0	99	12.2
2. Professional Faculty									
3. Professional Non-Faculty	871	31	3.6	0	0	0	0	411	47.2
4. Clerical/Secretarial	2,410	72	3.0	0	0	0	0	1,503	62.4
5. Technical/Paraprofessional	871	31	3.6	0	0	0	0	411	47.2
6. Skilled Crafts	1,599	100	6.3	0	0	0	0	90	5.6
7. Service/Maintenance	6,239	1,265	20.3	0	0	0	0	2,617	42.0
MARSHALL COUNTY									
1. Executive/Administrative/ Managerial	471	0	0	0	0	0	0	80	17.0
2. Professional Faculty									
3. Professional Non-Faculty	600	0	0	0	0	0	0	247	41.2
4. Clerical/Secretarial	986	0	0	0	0	0	0	625	63.4
5. Technical/Paraprofessional	600	0	0	0	0	0	0	247	41.2
6. Skilled Crafts	1,657	0	0	0	0	0	0	27	1.6
7. Service/Maintenance	3,429	15	.43	0	0	0	0	1,230	35.9

STEWART COUNTY (TENN.)	TOTAL	BLACK		OTHER		SPANISH		FEMALE		
		#	%	#	%	#	%	#	%	
1. Executive/Administrative/ Managerial	406	0	0	0	0	0	0	99	24.4	
2. Professional Faculty										
3. Professional Non-Faculty	481	0	0	0	0	0	0	214	44.5	
4. Clerical/Secretarial	853	0	0	0	0	0	0	484	56.7	
5. Technical/Paraprofessional	481	0	0	0	0	0	0	214	44.5	
6. Skilled Crafts	1,374	0	0	0	0	0	0	90	6.6	
7. Service/Maintenance	3,656	195	5.3	0	0	0	0	1,213	33.2	
TRIGG COUNTY										
1. Executive/Administrative/ Managerial	162	0	0	0	0	0	0	23	14.2	
2. Professional Faculty										
3. Professional Non-Faculty	244	3	1.2	0	0	0	0	110	45.1	
4. Clerical/Secretarial	492	21	4.2	0	0	0	0	312	63.4	
5. Technical/Paraprofessional	244	3	1.2	0	0	0	0	110	45.1	
6. Skilled Crafts	318	19	6.0	6	1.9	0	0	34	10.7	
7. Service/Maintenance	1,842	345	18.7	0	0	0	0	532	28.9	

ALL COUNTIES	TOTAL	BLACK		OTHER		SPANISH		TOTAL MINORITY		FEMALE	
		#	%	#	%	#	%	#	%	#	%
1. Executive/Administrative/Managerial	3,048	11	.36	0		5	.16	16	.52	512	16.80
2. Professional Faculty											
3. Professional Non-Faculty	4,760	68	1.43	4	.08	0	0	72	1.51	2,140	44.96
4. Clerical/Secretarial	8,879	162	1.82	0	0	0	0	162	1.82	5,512	62.08
5. Technical/Paraprofessional	4,760	68	1.43	4	.08	0	0	72	1.51	2,140	44.96
6. Skilled Crafts	7,947	175	2.20	6	.08	5	.06	186	2.34	416	5.23
7. Service/Maintenance	25,584	2,465	9.63	18	.07	0	0	2,483	9.71	9,445	36.92

V. Goals and Timetables

Murray State University defines goals as normal expectations of what would happen in employment patterns within the University if no discrimination exists and timetables as statistical forecasts of the expected date by which a goal might prospectively be met--or when a nondiscriminatory result might be obtained.

A. Establishment of Goals and Timetables

The supervisor of each employing unit will recommend hiring and promotion goals for the unit at the time the analysis of work force is completed subject to the approval of the deans for academic employee goals for each college and the Director of Personnel Services for the non-academic employee goals. The President and the Affirmative Action Officer shall have final approval of all goals. Goals and timetables will be held by the Affirmative Action Officer and by the Director of Personnel Services. Each college dean will maintain a copy of his college's goals and timetables, and all hiring, promotion, and other personnel activity will be conducted with the aim of attaining the established goals and timetables.

Goals will be established for an initial three-year period, to be reviewed at least annually. Goals will be established dependent upon such factors as anticipated turnover, expansion or contraction, availability of persons with required skills, realistic appraisal of extent of skill necessary for particular jobs, time necessary to acquire such skill, possibility of on-the-job or other training to acquire skills, and similar considerations.

The ultimate goal for Murray State University is representation of each group identified as "underutilized" in each major job classification in reasonable relation to the overall labor force participation of such group.

B. Goals and Timetables

Murray State University Work Force Analysis and Goals and Timetables: October 1, 1975

EEO-6 CATEGORY	% MINORITY MSU WORK FORCE	% FEMALE MSU WORK FORCE	% MINORITY LABOR AREA	% FEMALE LABOR AREA	NUMBER CURRENT EMPLOYEES	TOTAL MINORITY NEEDED	TOTAL FEMALE NEEDED	NUMBER MINORITY CURRENTLY EMPLOYED	NUMBER FEMALE CURRENTLY EMPLOYED
1. Executive/ Administrative/ Managerial	1.06	10.63	1.8	17.45	94	2	16	1	10
2. Professional Faculty	.84	25.56	5.8	24.1	356	21*	86	3**	91
3. Professional Non-Faculty	1.92	44.23	1.51	44.96	52	1	23	1	23
4. Clerical/ Secretarial	2.12	99.47	1.82	62.08	189	3	117	4	188
5. Technical/ Paraprofessional	0	42.86	1.51	44.96	21	0	9	0	9
6. Skilled Crafts	0	0	2.34	5.23	47	1	2	0	0
7. Service/ Maintenance	1.19	62.59	5.2	29.3	588	31	172	7	368
TOTAL									

*11 Black (not of Hispanic origin); 2 Hispanic; 5 Asian or Pacific Islander; 3 American Indian.

** 1 Black, 2 Asian.

Murray State University Workforce Analysis and Goals and Timetables: October 1, 1975 (Continued)

EEO-6 CATEGORY	ULTIMATE GOAL MINORITY	ULTIMATE GOAL FEMALE	TURNOVER PER YEAR	SPECIAL CIRCUMSTANCES	ONE-YEAR GOAL MINORITY	ONE-YEAR GOAL FEMALE	THREE-YEAR GOAL MINORITY	THREE-YEAR GOAL FEMALE	FIVE-YEAR GOAL MINORITY	5-YEAR GOAL FEMALE
1. Executive/ Administrative/ Managerial	1	6	2	Low Turnover	1	1	1	3	1	6
2. Professional Faculty	18*	0	15	Statistics on availability inexact at best	3	0	9	0	18	0
3. Professional Non-Faculty	0	0	1	Low Turnover	0	0	0	0	0	0
4. Clerical/ Secretarial	0	0	18		0	0	0	0	0	0
5. Technical/ Paraprofessional	0	0	1	Low Turnover	0	0	0	0	0	0
6. Skilled Crafts	1	2	2	Low turnover	0	1	1	2	1	2
7. Service/ Maintenance	24	0	30		5	0	10	0	24	0
TOTAL										

*10 Black (not of Hispanic origin); 2 Hispanic; 3 Asian or Pacific Islander; 3 American Indian.

VI. Problem Areas

The utilization analyses for both minorities and women consist of extrapolated data for our labor region of Calloway and its five contiguous counties. Total minority labor availability in the six-county region is 5.8 percent, and total female labor availability is 35.9 percent.

In the calculations of work force availability the following census categories were converted to EEO-6 categories: "Nonfarm Managers and Administrators" to "Executive, Administrative and Managerial"; "Professional, Technical and Related" to "Professional Nonfaculty"; "Clerical Workers" and "Sales Workers" to "Clerical and Secretarial"; "Professional, Technical and Related" to "Technical and Paraprofessional"; "Craftsmen, Foremen and Related" to "Skilled Crafts"; "Operatives Except Transport," "Transport Equipment Operatives," "Nonfarm Laborers," "Service Workers Except Private Household," "Private Household Workers," and "Farm Workers" to "Service-Maintenance."

For category 2, Professional Faculty, the percentages of availability for both minorities and females were taken from the publications Professional Women and Minorities--A Manpower Data Resource Service published by the Scientific Manpower Commission and the University of Colorado Faculty Availability Study. These percentages reflect the national professional pools of women and minorities currently employed as professional faculty in our colleges and universities, and are the most recent data sources available.

It should be noted that the size of the unemployment pool in the University's Labor Area for minorities and women is very small--130 or less minority persons of both sexes and 1,220 total females. This factor might have functioned to lower the University's goals in problem areas beyond the restrictions of the estimated turnovers, but it was the feeling of the Affirmative Action Officer that vigorous recruiting beyond the six-county labor area

could fully offset the low unemployment rates for these groups and the scarce availability of certain requisite skills in the labor area. The availability of promotable or transferable minorities and women was not a major factor in goal setting, mainly because of the low availability of minorities in the University and the fact that most University positions demand specific kinds of education and training beyond what could be provided "on-the-job." It is worthy of note that the total recruiting pool of minorities in the six-county labor area is only 2,881 for all minority categories, and only 18,025 for females.

Training facilities in the University's Labor Area and beyond include High Schools and vocational schools, Paducah Community College, Hopkinsville Community College, and several private business schools, all for non-academic positions.

For minority groups, four problem areas were identified:

A. Executive/Administrative/Managerial. The ultimate goal is one, based on statewide data. We project reaching that goal in one year. There is a female goal in this category.

B. Professional Faculty. The University needs to recruit eighteen additional minority faculty members based upon a 5.8 percent ratio. With a turnover of 15 per year, the University is projecting meeting half its ultimate goal within three years.

C. Skilled Crafts. The ultimate goal here is one, and it is estimated that this goal can be met within three years. This category has a very low turnover rate for its size, and there is also a female goal in this category. Recruitment will undoubtedly have to be conducted well beyond the University's Labor Area.

D. Service-Maintenance. With a turnover of 30 per year, it is estimated that the ultimate goal of 23 can be reached in five years.

For females the identified problem areas are categories:

A. Executive, Administrative and Managerial. The ultimate number of additional females needed in this category to bring the University into compliance is six. A goal of three in three years is considered realistically possible considering a turnover rate of only two per year. It is hoped that the ultimate goal can be reached in five years or less. There is a minority goal in this category.

B. Skilled Crafts. Virtually no women possessing skills demanded by the University in this category can be found in the immediate Labor Area. Ultimately, we will need two females in skilled crafts. With a turnover of only two per year, we hope to recruit two females within the next three years. There is also a minority goal in this category.

APPENDIX III

MURRAY STATE UNIVERSITY

MURRAY, KENTUCKY 42071

APPENDIX III

INTER-OFFICE COMMUNICATION

SUBJECT: Statement of Compliance with Executive Order 11246 as Amended,
Sections 503 and 504 of the Rehabilitation Act of 1973, and the
Civil Rights Act of 1964

TO: All University Subcontractors and Vendors

FROM: Kaj Spencer, Affirmative Action Officer

Murray State University is committed to a policy of equal opportunity in all aspects of personnel relations. It is the University's intent and desire in both academic and non-academic areas to provide equal opportunity in employment and all other functions of the University to all persons without regard to race, religion, color, national origin, sex, or handicap.

Additionally, it is the policy of the University to follow an affirmative action plan which conforms to the requirements of Federal Executive Order 11246 as amended by Executive Order 11345, and Sections 503 and 504 of the Rehabilitation Act of 1973. The University is additionally committed to implementation of the provisions of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; and Title IX of the Education Amendments of 1972.

In keeping with the above stated policy and federal regulations, the following statement of compliance is required of all vendors and contractors submitting bids to supply Murray State University with goods, services or construction costing \$10,000.00 or more:

CONTRACTOR'S OR VENDOR'S STATEMENT OF COMPLIANCE

I hereby certify that as a contractor to Murray State University the firm I represent as of the date signed and as identified below is familiar with and in compliance with the requirements of Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972; Section 503 of the Vocational Rehabilitation Act of 1973; and Executive Order 11246 as amended; and that this firm provides equal opportunity in employment to all persons and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, or handicap.

Name of Firm

Signature

Title

Date

APPENDIX IV

APPENDIX IV

I. The following Equal Opportunity Clause shall appear in all applicable University contracts for goods or services exceeding \$10,000 in value, as required by Revised Order Number 4:

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, That in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request

the United States to enter into such litigation to protect the interests of the United States.

II. The following Equal Opportunity Clause relating to handicaps shall appear in all applicable University contracts for goods or services exceeding \$2,500 in value, as required by regulations implementing Section 503 of the Rehabilitation Act of 1973:

Affirmative Action for Handicapped Workers

(a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

(b) The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(c) In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.

(d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

(e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

(f) The contractor will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

APPENDIX V

APPENDIX V

POSTER

"Equal Opportunity"

"Murray State University provides equal opportunities in its programs, facilities and employment practices for all persons without regard for race, creed, color, sex, national origin, or handicap..."

"...In addition, Murray State University is dedicated to the principles that all benefits, privileges, and opportunities afforded by the University shall be accorded students based upon individual merits, accomplishments and needs, and to the promotion of non-discrimination in every phase of the University's operations...."*

*MURRAY STATE UNIVERSITY EQUAL OPPORTUNITY POLICY

Any applicant for employment, admission or current member of the University community with a concern about these Murray State University policies may contact:

STUDENT	Major Department Chairman College Dean Vice President for Student Development
FACULTY OR STAFF	Immediate Supervisor Chairman or Director Director of Personnel Services College Dean Appropriate Vice President

For Further Information Contact:
Kaj Spencer, Affirmative Action Officer
Fifth Floor, Sparks Hall
762-4326

APPENDIX VI

APPENDIX VI

The following memorandum is to be sent by the Director of Personnel Services to each employee within 30 days of the adoption of this Affirmative Action Plan:

This employer is a government contractor subject to section 503 of the Rehabilitation Act of 1973, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals. If you have such a handicap and would like to be considered under the affirmative action program, please tell us. Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of handicapped individuals, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Act shall be informed.

If you are handicapped, we would like to include you under the affirmative action program. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your handicap, so that you will be considered for any positions of that kind, and (2) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

Please contact me regarding this memo by coming to the Personnel Services Office, Second Floor, Sparks Hall, or by calling 762-2146.